

*Welcome to Browsing and Borrowing from*

**St. Mary's Church Library**

1. If you are looking for a specific book, the Catalogue to the library is kept on the top left hand shelf of the bookshelves in the Springett Chapel (the chapel on the right side of the altar). It is also on St. Mary's website.
2. The books are housed in two places
  - either on shelves in the Springett Chapel
  - or on the trolley, usually in the Church Room.
3. First look for a book on the shelves in the Springett Chapel. If a book is missing from the shelves and is NOT signed out in the Register, it should be on the trolley, unless it is signed out in the trolley register.
4. When you wish to borrow a book, please sign the Register – there is one on the top of the bookshelves and one on the trolley.
5. When returning a book, please do not re-shelve it. Leave it on the top of the library cabinet in the Springett Chapel.  
If you wish to leave a book as a possible donation for the library, please also leave it on the top of the library cabinet. All donated books are carefully considered, but due to shortage of shelf space, not all can be accepted. Any interesting recent book in good condition will be passed on to a charity if it is not chosen.
6. The loan period - for books - 2 calendar months
  - for DVDs - 2 weeks.

(If you are using book for study, either daily Bible reading or formal study, please make a note beside the book of how long you estimate you will need it, so that you do not receive an unnecessary chase-up letter!)

*Any queries or requests, the Librarian will be happy to help, on 812104.*