



[Guidelines for Use of the Library Facility](#)³

Library Facility Use



Facility use policies of Christ Lutheran Church govern use of the Chi Rho Library, located in Room 114 on the left side of the hallway adjoining the Church Commons.

Library use is scheduled by the Church Secretary, Sandi Pennington, clcoffice@clcgtm.org

Authorization to use another part of the church building does not include permission to use the library as a meeting room, unless specifically requested.

Possession or consumption of any alcoholic beverage(s) is not permitted.

Use of tobacco products, possession of firearms, nor gambling are permitted.

Telephone use is limited to local calls.

The computer is to be used only for church business.

Trash, including cups, plates, napkins, etc., is to be deposited in the proper receptacle(s).

Spilled food and drinks must be cleaned up, to include mopping the floor and/or vacuuming the rug, as appropriate.

All furniture is to be returned to its original position. If the white board was used, it should be wiped clean.

Lights, air conditioning, fans, etc., are to be turned off and any items brought into the library must be removed at the close of use.

[Guidelines](#)² for using library materials are explained more fully at the Guidelines tab.

Books taken off the shelves should be placed on the cart rather than returned to the shelves. This helps to keep the collection shelved properly and is one way use of library materials that are not checked out is determined.