



Guidelines²

CHI RHO LIBRARY
CHRIST LUTHERAN CHURCH
Georgetown, Texas

GUIDELINES

Chi Rho Library strives to provide educational and spiritual materials that enable members and organizations in the congregation to better understand and fulfill their ministries of being **‘God’s instruments of love and grace, ministering to those in need.’** The collection includes both printed and audiovisual resources appropriate for all ages. Books for adults and all periodicals are located in the eight large bookcases (five to the right of the entrance and three to the left). Children’s books are in the smaller bookcases along the left and back walls. Audiovisuals are shelved along the window wall. Except for current issues displayed in the rack to the right of the entry door, periodicals are in the shorter bookcases at the back of the room.

Books are classified according to categories that are intended to help one find items of interest. These classifications and listings are provided in the General Collection Subject Classification and the Children’s Collection Subject tabs. Each contains an alphabetized list of titles and authors followed by alphabetized lists of resources within each category and format. The general collection is arranged so that related categories are shelved in close proximity; the children’s collection is alphabetical by category. All children’s resources begin with a ‘C’ prefix.

Resource materials may be checked out for a 30-day period, **except for reserve materials which do not circulate.** They may be renewed unless someone has requested the item. You will have been notified if this is the case.

To check out a resource:

- 1) remove the borrower card,
- 2) **PRINT your name and phone number,**
- 3) date-stamp the due date on both the borrower and date due cards, and
- 4) place the borrower card at the **FRONT** of the tray with date dividers (**PLEASE DO NOT PUT IT WITHIN THE DIVIDERS**). **When you return the item, leave it in the container under the table at the room entrance.**

To donate materials to the collection, put them on the table toward the back of the room. Please provide your name so you can be recognized as a donor and also indicate whether you would like an acknowledgment.

Your suggestions concerning the Chi Rho Library are welcomed by the Library Committee, currently (June 2018) composed of George Ohlendorf (Chair), Jane Hazelton, Doris Morsberger, Emily Brannon, Marie Smith, and Cathy Babcock.