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# Bethel Friends Library Policies

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- **PLEASE RESPECT LIBRARY MATERIALS!**
- Do not remove materials from the library until you have checked them out by signing your name and the date on the check-out card (instructions on corner desk in library).
- The check-out time limit is **two months**. You may re-check your item(s) for one more month, (please let Vickie or Margo know), however, materials must be returned within that one-month period. Please return your item(s) to a drop box located in the library or the Fellowship Hall.
- If an item is lost or damaged, please submit a replacement fee as per the chart below. If writing a check, make it payable to “Bethel Friends Church” with “Library Replacement Fee” on the memo line. Also, leave a note stating your name and which item(s) you are reimbursing for. Leave your replacement fee payment in the office with Margo.

Replacement Fee for Lost or Damaged Materials	
Small children’s books	5.00
Books	10.00
Audio containing 1-2 CDs	15.00
Audio containing 3+ CDs	20.00
Music CDs	10.00
DVDs	15.00
DVD sets (2+ DVDs)	20.00
Curriculum sets	20.00

Please adhere to these rules. They are in place to ensure the accountability of the materials, which, in turn, will give everyone the chance to enjoy them.