

## Library Policies

The following policies have been established to accomplish the responsibilities of the library:

- Anyone desiring to borrow materials from the library must sign a membership card and be affiliated with Idlewild Baptist Church as a Bible study or church member or active Southeastern Baptist Theological Seminary student in good standing. This card remains on file in the library.

- The length of the loan period for printed materials is three (3) weeks. There may be a need for a limited circulation period for seasonable materials or for materials in great demand. The circulation period may be extended by the library team, depending on the need and the use of the media.

- The recommended maximum number of items that may be checked out to a person at any one time is four (4), but exceptions apply.

- Reference materials as well as reserve materials for Southeastern Seminary and LifeChange University classes remain within the library and may not be checked out.

- Media are to be returned on the specific due date unless special arrangements have been made with the library staff. If others are not waiting for a particular item, the item may be renewed and checkout time extended by notifying the library team.

- Media not available at the desired time of checkout may be placed on reserve. When the specific item is returned to the library, the person is notified, and the media is held for that person until a specified date. Media not picked up by that date will be returned to the shelf or given to the next person on the reserve list for that media.

- Media are to be checked out by library team volunteers or approval of the team. No media may be removed from the library unless proper checkout procedures are followed.

- The library team appreciates patrons informing them of lost or damaged media. Media can often be repaired by the library team. In the case of a loss, a period of time is allowed to search for the item. If the item cannot be found, the member is responsible for the replacement cost. The patron is also responsible for the cost to repair any damaged media.

- The library supports the program organizations of Idlewild Baptist Church and their leadership, particularly Bible study, LifeChange University, and Southeastern Baptist Theological Seminary.

- Gifts to the library to honor or remember friends or loved ones are gladly accepted. Gifts may be made by filling out an Idlewild Baptist Church offering envelope and designating money to the library or by contacting the director of administration/accounting in the church office. The donor may also consult with a church library staff member. The donor and the library director, or designee, select the media that meet the selection policy and the church's needs. Actual media gifts are accepted at the discretion of the library staff, depending upon the need and the condition of the gift.

- Opening hours for the library are established to meet the needs of its patrons.

The library serves as a resource for other church libraries in cooperation with the Tampa Bay Baptist Association Library Ministry and the Florida Baptist Convention Library Ministry.

Visit the Online Library