

Library/Resource Center check-out policy

Check out of books, DVD`S, tapes &CD`S may be made by any member of MGEPC and any other staff approved individual.

Please limit your check-out of books, videos & DVDS to 4 items per family.

Resource books may be used in the Library but are not to be taken out.

Check out procedure

Pull the card from inside the video, DVD, CD or book. Sign your first and last name on the front or back of the card, depending on the card. Put the date of the check-out on the card. The due date is 2 weeks from today. Put the card on the counter to be filed by the librarian.

Please rewind all videos prior to returning.

Note: cards are filed alphabetically by title of book, CD, DVD or video– usually highlighted in yellow.

Book, DVD, CD & video return policy

Leave the book, DVD, CD or video in the blue basket marked returns. You may also return items to the Church office.

If the items are not returned in a timely manner you may receive a gentle reminder card in the mail.