

Library Services and Regulations

Material Damage

- Library materials are considered public properties; please take care in preserving their condition so that others may enjoy them also.
- In the event of damage or lost of material, the borrower may be charged on a case-by-case basis.
- Please check the condition of the material before checking out to avoid disagreement on the returned condition.

Age Regulations

- Youth under the age of 16 – parent/guardian is responsible for borrowed material.
- Youth under the age of 12 – parent/guardian must sign for borrowed material.

Loan Limit

- Borrowing limit is 4 items for each time—4 item-tracking tickets each time.

Loan Period

- Library materials may be borrowed for 3 weeks.
- Material used for fellowships, Bible studies, or Sunday School ministries, etc., may be borrowed for 3 month. Borrower must provide the purpose and use of the material for the library's record.
- Late fees of \$0.50/item/week will be charged for overdue materials.
- In the event of library closure, the loan period will be extended one week for materials due that day.

Renewals

- Borrower must return to the library along with the loaned material on or before the material's due date for renewals. Otherwise, late fees will apply.

Library staffs are asked to strictly enforce the above regulations in order to prevent late returns and loss of materials. Thank you for your cooperation.