

Using the Church Library

To Find Materials:

Our library uses an old-fashioned card catalog to organize our collection. Some of you may be more familiar with the computerized catalog at the public library, so here's a little information on how to use the paper kind.

1. Each book has three or more file cards: author(s), title, and subject(s). Each card is filed alphabetically: author by last name, title by the first word in the title (ignoring "A" and "The").
2. Subject headings are also filed alphabetically, with the subject typed in all capital letters at the top of the card. For example, if you are interested in a book about prayer, look under "P". Books about prayer will be filed under PRAYER in alphabetical order by title.
3. Other cards will point you to other subjects that may interest you. For example, a card filed behind PRAYER may say PRAYER – SEE ALSO MEDITATIONS. You can then go to the MEDITATIONS subject heading and find other books that may help you.
4. The upper left corner of the card will show the call number for the book: nonfiction will have a Dewey decimal number, fiction will be marked FIC; beneath that, both will have the first letters of the author's last name.
5. Books are shelved in the Fiction section alphabetically by author; Nonfiction by the Dewey decimal number, and then alphabetically by author. JUV books are in the Children's Library downstairs.
6. Large Print books and books for Teens have stickers on the spines to make them easy to find on the shelf.

To Check Out Materials:

1. A book card is stored in a book pocket in the back of the book, or in a clear pocket on the back of the CD/DVD case. In a few books, the book card is in the front of the book so it doesn't cover up printed material in the back.
2. Put today's date in the first block of the next blank line on the book card. Be sure to include month, day, and year.
3. PRINT your first and last name and your phone number next to the date. (You may use two lines if necessary.)
4. Put the book card in the checkout tray. A member of the Library Committee will check the book out and file the card in the checkout file.
5. Printed materials must be returned 30 days from today's date. CDs and DVDs are due in 7 days.
6. As a reminder for you, put the date you need to return the book on the Date Due slip. On most books, the Date Due slip is on the left page inside the back cover. CDs and movies do not have a Date Due slip, so you will need to jot the date down on a separate piece of paper. Please feel free to use the blank 3x5 cards in the Hold box.

7. When you return your book, please put it in the Library Returns & Donations basket.
8. Avondale's church library does not charge late fees...but please return your books on time! Someone else may be waiting for them.

To Put Materials on Hold:

1. Take a blank 3x5 card and fill out the following information:
 - Title and author of the book.
 - Your name.
 - Your telephone number.
 - Today's date: month, day and year.
2. Put the card in the checkout tray.
3. When the book is returned, a member of the Library Committee will call you.
4. Holds will be called in the order received.

To Return Materials:

Please return your library materials in the basket marked Library Returns & Donations. A member of the Library Committee will check them in and return them to the shelf.

If you have any other questions, please contact a member of the Library Committee.