



TO BORROW (1 2 3 - it's easy)

1. **Stamp the date on the date slip** in the book. Don't change the date on the stamp.
2. Take the white card out of the pocket in the back of the book and **print your name**, including surname, on the line, and **again stamp the card**.

3. BOOKS

Put the card in the slotted box under its date number. For example, your book is due on 5 July so put your card in the box under 5.

DVDs

Put the card in the DVD slot. **All the DVDs go in one slot.**

RETURNS

Place returns in the box provided.



You require a post box to borrow library resources. Please sign up at the information desk for a post box. Books may be borrowed whenever the church is open