

Library Users Guide

Books are important to Christians. They always have been.

When the Apostle Paul was in prison in Rome, he wrote to the young pastor Timothy to encourage and instruct him. And he asked Timothy to bring to him the things he most valued and most needed to warm him in body and soul: *When you come, bring the cloak that I left with Carpus at Troas, also the books, and above all the parchments.* (2 Timothy 4:13)

It is worth reading good books!

The RCBH Church Library contains a selection of books to use in bible study, devotional reading, learning about the church and Christians of the past, and books for kids and teens.

The RCBH Church Library is a resource for the whole church.

Everyone who regularly attends services at RCBH is encouraged to borrow from the Library.

Books in the library are located:

- in the book cases on the upper foyer, and
- on shelves in the Meeting Room.

See the table at the bottom of this note to find which book categories are in which location.

Browsing the on-line Catalogue

The current catalogue is posted as a pdf at rcbh.org.au/rcbh-church-library .

You can browse the catalogue using the 'search' function of your web browser to find:

- all books within a particular category (by default, the on-line catalogue shows books in alphabetical order of the book title within each shelf category).
- a particular book, if you know the title you are looking for.
- all books by a particular author. (The online catalogue shows the author surname first. E.g. books by John Calvin are listed as 'Calvin, John'. The best way to search is just to use the surname, because some titles may show full names - 'Spurgeon, Charles Haddon' - and others only initials - 'Spurgeon, CH').
- all books with a particular keyword in their title or description.

Borrowing Books

The normal loan term is two weeks, but loans can be extended if no-one else has requested the book, or if a book is needed for longer-term study. Ask the Librarian if you want to arrange an extended loan.

We don't have an on-line borrowing system. Use the card file (located in the Bookcase in the Upper Foyer) to record borrowings and returns.

Books are on the shelves in subject categories.

Browse the category you are interested in, and when you have chosen a book to borrow:

1. Find the card for the book in the card file. Cards are filed in alphabetical order of the name of the book. (Books whose title starts with an article – 'The', 'A', 'An', etc – are catalogued with the article at the end of the book title. E.g. the card for a book titled 'The Christian Faith' would be filed as 'Christian Faith, The').
2. Fill in your NAME and DATE BORROWED on the card.
3. Put the card in the 'BOOKS ON LOAN' section of the card file (at the front of the top drawer).
4. You can write the date to be returned (in 2 weeks) on a yellow 'Post it' note, and stick it in the front of the book as a reminder to yourself.

Returning Books

1. Retrieve the book's file card from the 'Books on Loan' section (at the front of the top drawer).
2. Record the DATE RETURNED on the card, and, if the book has not been reserved (see below), you may borrow it again. Otherwise, replace the book on the shelf of the relevant category (as shown on the card and on the sticker inside the front cover of the book).
3. If you are not re-borrowing the book, return the card to the correct alphabetic position in the card file.
4. If the book HAS BEEN RESERVED, return the book to the shelf shown on the card, and please tell the person who has reserved it that the book is available.

Reserving Books

If the book you want to borrow is already on loan:

1. Find the card for the book in the BOOKS ON LOAN section of the card file.
2. Write your NAME and DATE on a yellow Post-it note and stick it on the card.
3. Return the card with the sticker to the BOOKS ON LOAN section of the card file.

Keeping up to date

We add at least one book to the library each month (*and most months we add lots more than that!*). If you have suggestions for new titles, let one of the elders or deacons know.

There's a quarterly summary of new additions at rcbh.org.au/rcbh-church-library. Browse those quarterly summaries to keep up to date about new books available for you to use.

We also feature one of the new additions in the 'NEW THIS MONTH' stand in the bookcase in the upper foyer.

Where will I find the book I'm looking for?	
<i>Categories in Upper Foyer Bookcases</i>	<i>Categories in Meeting Room Shelves</i>
Books for Kids	Bible Study Aids
Books for Teens	Commentaries OT
Christian Living – Devotional	Commentaries NT
Christian Living – Growth	Christian Doctrine – Apologetics
Christian Living – Issues	Christian Doctrine – Creeds & Confessions
Christian Living – Prayer	Christian Doctrine – Sacraments
Christian Living – Relationships	Christian Doctrine – Salvation
Christian Living – Seasonal	Christian Doctrine – Theology
Christian Living – General	Christian Doctrine – General
Church Life – Government	Collected Works
Church Life – Pastoral	Evangelism
Church Life – Preaching	History & Biography
Church Life – Psalms & Hymns	Religions
Church Life – Worship	Periodicals
Church Life – General	
Family & Parenting	