

Marsh Corner Community Church Library Loan/Overdue Policy

To check an item out from the library please follow these steps:

1. Remove card and sign your first and last name.
 - a. (Parents please do this for young children)
2. Stamp the due date on the card and on the "Date Due" slip in the book.
3. Leave the card in box for filing.

Please be considerate of others by returning library materials on time!

Books and audiobooks are due in 2 weeks

DVD's and videos are due in 1 week

Items can also be renewed

Overdue notices will be sent out monthly.

- * The first notice will be sent by email if address is available, standard mail if not.
- * A second notice will be sent (when necessary) by mail.
- * A third notice will be sent in the form of a bill. At that time you will be asked to either replace the item with the same title or pay the replacement cost shown on the bill.

Please help maintain our library collection by being good stewards of the materials you borrow.

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Thank You!
Thank You!