

Cornerstone Living Library  
869 Cole Drive SW, Lilburn, GA 30047  
library@cbclilburn.org  
*A ministry of Cornerstone Bible Church*

## **Library Policies and Membership Agreement 2023-2024**

Cornerstone Living Library (CLL) is a ministry of Cornerstone Bible Church in Lilburn, Georgia. We are dedicated to providing families with high quality living books that are consistent with a biblical worldview. We also provide regular events throughout the year geared to the homeschoolers to foster community and the love of reading. A statement of beliefs for Cornerstone Bible Church can be found on our website at <https://cbclilburn.org/new-to-cbc/what-we-believe> .

### **Who May Join**

Cornerstone Living Library is open to anyone in our church and the surrounding community. We require that a representative adult from each family signs this contract annually, as well as pay annual dues. We do not require our members to be homeschoolers or to agree with our statement of beliefs. Our events are open to anyone to attend, though if space is limited then priority will be given to our members. Books may only be checked out by CLL members.

### **Circulation Content**

Cornerstone Living Library has intentionally tried to select books that have solid and edifying content. We specialize in vintage and other books that are not easily found in the public library. Not all the books in our library will be specifically Christian, but we strive to provide a collection that promotes and glorifies things that are consistent with a biblical worldview as outlined in our Statement of Beliefs.

We understand that CLL members will come from a wide variety of backgrounds and convictions, so we may have content to which some families would object. Ultimately, it is each parent's responsibility to determine what is suitable for his or her family. We try to give parents information to make those decisions with the "Parent Guide" and "Content Considerations" on our website, but those are not exhaustive resources. If a member has a concern about a book, they should bring it to our attention so we can either reevaluate its placement in our library or amend our Parent Guide.

Please note that books in the science or history section may have brief evolutionary content. We have included those books because we felt the rest of the book had sufficient merit. Also, there may be some nudity in books about Ancient Greece or Rome, or in the art section. We ask that our members help us keep the Parent Guide section of our website accurate by alerting us to omissions of such content.

### **Library Hours**

Our library is staffed solely with volunteers, so we ask our members to understand and be patient. That said, we do try to have regular hours once or twice a week for families to come browse the books. We will communicate these hours on our website and in our monthly newsletter. Our entire collection is on our website and members will be able to browse and put holds on books from there.

### **Annual Dues**

Our membership year runs from August 1st to July 31st of each year. The annual dues are used to offset some of the costs incurred in book acquisition, book care and repair, and our database software. For the 2023-2024 membership year, the dues are \$25 per family for one year. We will prorate that amount for anyone joining on or after October 1st. Dues may be paid online at our website or by

cash/check. Checks should be made out to "Cornerstone Bible Church".

Families that attend Cornerstone Bible Church are exempt from paying the library dues.

### **Borrowing**

At this point there is not a limit to the number of items that can be borrowed at one time, however, CLL reserves the right to instate a limit if needed. We request that members do not borrow more than they are able to properly care for and store in their tote (see below). All items may be checked out for 3 weeks. A 3 week renewal may be requested if the item does not have a hold request on it. After that, all items must be seen by a librarian before they can be checked out again. Each member family is responsible for keeping track of their own due dates, and if there are any issues with returning the items on time please email the library at [library@cbclilburn.org](mailto:library@cbclilburn.org) . We ask all our members to please be considerate of other families by returning items promptly.

Each member is responsible for the items they have checked out, and for paying any relevant fees that may be incurred. Library items may not be loaned to friends or extended family, or passed from one member family to another.

Any item in our catalog may be requested through our website, <https://www.librarycat.org/lib/CBCLivingLibrary> . Each member family will have a login for our website where they can place holds or use the "Ask About This" button if they have specific questions. Holds must be picked up within one week of being ready either during library hours or from the church office. Please call the church office at (770) 806-0005 before coming to get your books.

### **Damaged or Lost Books**

We understand that library items will naturally wear with time and usage. However, if an item comes back to the library with sudden deterioration or damage requiring repair, the member should contact the library so we can repair it promptly. If an item is lost or cannot be properly repaired, the member is responsible for the cost of replacement plus a \$3 processing fee per item. We will determine the replacement cost based on an identical title in a similar condition. Most books are replaceable for \$10 or \$15, but some books can be difficult and/or expensive to replace, especially those that are vintage.

Members should not attempt repairs on their own, because we have certain products we use and a certain process that we follow.

### **Caring for Books**

We strongly suggest that each member family purchase a plastic tote with a securely-fitting lid that will protect library items from rain, dirt, food, pets, and drops. Library items should never be left out around the house, on the floor, on furniture, in the car, or taken to other people's homes. Totes should be kept clean and free from food crumbs, pet hair, writing instruments, books from other libraries, toys, and debris. If you borrow CDs or DVDs that you would like to use in the car, you will need to store them in the case to protect them from damage.

Many of the books in the Cornerstone Living Library are older, out-of-print gems that are not easily replaced. The only way they can be preserved is by caring for them now. In order to help lengthen the life of all library items, members should adhere to the following care guidelines, and teach them to their children.

- Do not allow young children to use library items without adult supervision.
- Items should be stored in the tote at all times when not in use.
- Do not use library items outside or in the car (except properly-stored CDs/DVDs). Please do not take them on trips with you.
- Make sure hands are clean before handling library items, and do not eat or drink while using them.

