

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

## **Library Policies and Membership Agreement 2024-2025**

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 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 an 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. If a member has a concern about a book, it is important to bring it to our attention.

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 cultures, or in the art section.

### **Library Hours**

Our library is staffed solely with volunteers, so we ask our members to understand and be patient. We have regular hours every week for families to come and browse the books. We will communicate these hours on our website and in our email newsletters. Our full collection is on our website and members can browse and put holds on books from there.

### **Annual Dues**

Our membership year runs from September 1st to August 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 2024-2025 membership year, the dues are \$25 per family for one year. Starting January 1st, 2025, dues will be \$15 per family, and starting May 1st, 2025, dues will be \$10 per family. 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**

We request that members do not borrow more books than they are able to properly care for and store securely. All items may be checked out for 3 weeks with one renewal 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 online catalog. Each member family will have a login for our website where they can see their account and place holds. 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 us 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 \$1 processing fee per item. We will determine the replacement cost based on an identical title in a similar condition on used book websites like Thriftbooks.com. Most books are replaceable for \$10-15, 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 encourage our member families to 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 on the floor, 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. Please store all CDs or DVDs in their 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. 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 securely when not in use.
- Make sure hands are clean and do not eat or drink while handling library items.
- Always turn pages from the top right corner, never from the middle or bottom of the page.
- Store books flat in the tote or standing up like they would be shelved, never with the spines up. While it may make it easier to read the titles, it puts strain on the spine and may cause irreparable damage.
- When you need to save your place, use a flat bookmark. Do not fold pages or use a paper clip or bulky bookmark, and never lay the open book face down, as this will damage the binding.
- Never pull books off a shelf from the top of the spine. Grasp them on either side.

## Library Events

We offer regular events to foster connections in the homeschool community and encourage children in a love of literature. These events are run by volunteers, and attendees do not need to be library members to attend. We ask anyone visiting for a library event to adhere to the following rules:

- An adult must always be present with their children – these will not be drop-off events. That adult is expected to enforce the rules for their children.
- Children should keep their voices at an appropriate level for indoors, and should not run in the building. The adults who are accompanying them should enforce these rules.
- Anyone attending a library event will be limited to the library “wing” of the church building. This includes the library, the hallway, and the restrooms. Guests may go out the back door and play on the patio, the basketball court, or the playground at their own risk.
- Be aware that all the doors of the church are locked at all times. This is for the safety of our children. Guests should not “prop” the doors open or let in people they do not know – especially if those people do not have children with them.
- Guests should respect the hours posted for the library and not try to come early or stay late. Guests who come during non-library hours will not be allowed access to the library.

Once a member family has signed this agreement and paid the dues, they will be emailed their login information for our website. Their email address will be added to our email mailing list.

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Member Signature

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Member Printed Name

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Date

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Member Email Address

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Member Phone Number

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Member Physical Address

### Cornerstone Living Library

*A ministry of Cornerstone Bible Church, Lilburn, Georgia*

869 Cole Drive SW, Lilburn, GA 30047

Church Office: (770) 806-0005

Library website: [www.CornerstoneLivingLibrary.com](http://www.CornerstoneLivingLibrary.com)

QR Code for  
Online Payment:



**Director:** Ashley Borrego  
[library@cbclilburn.org](mailto:library@cbclilburn.org)

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FOR OFFICE USE ONLY

\_\_\_\_\_ Membership Dues Paid

\_\_\_\_\_ Exempt from Membership Dues

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Authorization Signature

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Authorization Printed Name

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Date