

圖書借閱手續(Book Check-Out Policy):

- 借閱限期 - 書本, 錄音帶及錄影帶限期30天, 可續借(只限一次)30天

Loan Period - Books, CD/DVD may be borrowed for 30 days, and may be renewed, ONCE only, for 30 days.

- 借閱數量 -

書本 - 每次最多借閱兩本

Limitation - Books may be checked out to a maximum of 2 books.

錄音帶及錄影帶 - 每次最多借閱兩套

CD/DVD – may be checked out to a maximum of 2 sets.

- 借出 - 在登記本上填寫有關資料

Check-Out - Fill in the required information in the Book Check-Out folder.

- 歸還 - 在登記本上填寫歸還日期及把借出物件放回原處(按照編□放)

Returns - Fill in the book returned date in the Book Check-Out folder, and put the returned book back to where it was, according to the book number.

- 續借 - 在登記本上填上到期之日, 然後重新再填一次“借出”的資料

Renewal – Fill in the due date and redo the ‘check-out’ procedure.

- 遺失-

如有任何借出物品因遺失而不能歸還, 請借閱者以每本原來的價格償還教會, **若不知道遺失借出物品的價格, 請以自由奉獻償還教會的損失。**

Lost Item – Please reimburse the original cost to the church for every item.