

St. John's Updated Library Procedures

Thank you for visiting St. John's Library. Our check out procedure has recently changed, so please see the instructions below to properly check in & out your library books.

When you are ready to check out your books, please fill out the appropriate information on the St. John's Library Sign Out Sheet located near the door of the library or on the tables on the left as you enter the library. You will need to write down your name, title, author, and date signed out. You may then take your books home to enjoy.

When you are ready to return your books, place them near the Sign Out Sheet. Record the date you returned your books on the Sheet.

In order to reduce the risk of spreading transmissible illnesses, the library will have a 24-hour quarantine period when books are returned. After the quarantine period, the books will be returned to their appropriate bookshelf by the librarian. We encourage you to wash your hands or use hand sanitizer to help prevent the spread of infections.

Thank you for visiting our library.

Note: a catalog of the books in the library is in a folder on the table to the left as you enter the library. There is a listing by title, by author, and by category. These lists are also available on the church website (stjohns-episcopal.com) under Ministries | Adult Education.

The librarians (Patrick Murphy & Greg Wunsch) are currently working on reorganizing the library and the catalog will be periodically updated as this is underway.

Locations

The following are the location codes used in the catalog.			
They are intended to guide you to the correct bookcase & shelf to find a specific book.			
	A		Case in front to the left of the fireplace when looking toward the fireplace.
	B		Case in front to the right of the fireplace when looking toward the fireplace.
	C		Case in back to the left (west) side wall when exiting the library.
	D		Case in back on the back (north) wall - same wall as the doors to the library.
		L	Left section (for A & B) when facing the case.
		R	Right section (for A & B) when facing the case.
		1 - 6	Shelf level - top to bottom. 0 is used for the top of case D.
	SO		Staff Office
		A	Bookcase on the same wall as the door
		B	Bookcase to the right of A
		C	Stack in the corner between A & B
		D	Desk
	WWW		Internet

Category Examples

The following are the categories used in the Catalog with some examples of each.

Note: We are striving to improve our categorization. Any comments or suggestions can be sent to Patrick Murphy (patrickrmurphy@comcast.net) or Greg Wunsch (glwunsch@yahoo.com). Thanks.

Bible & Bible Translations

- King James
- New Revised Standard (NRSV)
- Today's English Version (TEV)
- Readers' Digest

Children's Bible Stories

- Religious stories & studies for children & youth
- Children & Youth Ministry guides & activities

Christian Life

- Books by C. S. Lewis
- Books by Max Lucado
- Books by Father Girzone

Commentaries

- Oxford Annotated Bible
- Study Bibles
- Guzik, Barclay, etc.

Healing

- Guides for healing through prayer

Historical

- Biographies
- Church histories

Liturgy & Song

- Book of Common Prayer
- Hymnals

Missionary Work

- Episcopal Relief & Development

The Church at Antioch

Fiction

Literature in the forms of prose that describes imaginary events and people. Something that is invented or untrue.

Non-Fiction

Prose writing that is based on facts, real events, and real people, such as biography or history.