

# St. Mary Parish Library Policies

## Open Hours

**Sundays from 10:00 a.m. to 11:00 a.m.**

You can access our Library in Joseph's Room of the Parish Center only during open hours when an authorized Library Steward is present. Please do not ask Parish employees for access to the Library when it is closed.

## Using the Library

The Library is for the use of registered St. Mary Parishioners only. Registered Parishioners wishing to borrow books from the Library must complete a **Library Patron Account Registration** form, available in the Library and on our website (*Education > Parish Library*).

A \$5.00 yearly fee (*payable in Cash only*) for a Family Patron Account is requested per Family. All members of a registered Family living in the same household can be added to the Patron Account.

Once registered, Library Patrons will receive a Patron Account ID and a password, and a link to the St. Mary Library catalog online if an email address has been provided at registration. A Patron Account is not required to browse our collection, but an account is required to place holds on books you want to check out. Books cannot be checked out online. Holds must be picked up at the Library during open hours only.

Patrons who wish to use the Library but who do not have computer access or an email address are welcome to come in to the Library to browse the collection in person during open hours and check out books at that time. Note: Use of the online catalog is not required in order to use our Library.

All Patrons using the Library must use their "inside voices" given its location next to our Adoration Chapel. Do not leave children under the age of 14 unattended in our Library.

## Check-outs and Check-ins

The general rule is that a Family Patron Account may have a maximum of 5 books checked out at one time. If your family is larger and needs more than 5 at one time, we can make accommodations.

Books will be **checked out** for 4 weeks, and can be renewed twice, for a total of 12 weeks, and then they must be returned to the Library. To **Renew** books, you can log in to your Patron Account online and so do, or you can come to the Library in person, or you can send an email to the Library Steward ([churchlibrary@stmaryeugene.com](mailto:churchlibrary@stmaryeugene.com)) with your request to renew. To **Return** books when the Library is not open, please bring them to the Parish Office. Do not return Library books to the Adoration Chapel bookshelves.

Reference books, Archived books, and Signed First Editions may not be checked out, but you are free to read them in the Library during open hours.