

TEBA Media Resource Library

The TEBA Media Resource Library consists of cataloged books, audio/visual materials and equipment, and Bible Study/Training kits. Its design and purpose is to enhance church ministries and provide workshop and training resources for the encouragement and equipping of pastors, ministers of education, teachers, students and all Christians. For assistance, contact the TEBA Resource Center at 936-856-2001, and ask for the Receptionist.

The Receptionist handles all check-outs, check-ins, holds/recalls, and reservations or renewals of library materials.

A. Those allowed to check out materials:

1. Must be a member in good standing of a member church of the TEBA.
2. Must be representing a member church of the TEBA and the intent of the check out is for use within the member church.
3. Exceptions to any check-out policy are made only by the Receptionist, Church Development Associate, the Director of Missions or his designee.

Any item may be subject to a recall-request during the allowable check-out period, if they have been requested by another member church. This call would be to inquire if the materials are still in active use. Items are expected to be returned promptly after their designated check-out period. (see below)

B. Regular Check-out Periods

TYPE OF MATERIAL	CHECK-OUT PERIOD	CHECKOUT LIMIT	RENEWAL PERIOD	SPECIAL REQUIREMENTS
Books	1 month	none	7 Days	
Bible Study/Training Kits scheduled for 1-12 weeks	3 months	none	1 month	
Bible Study/Training Kits scheduled for 13+ weeks	6 months	none	1 month	
Audio/Visual Materials, CDs, etc.	1 month	none	7 Days	
Audio/Visual Equipment	1 week	none	1 week	Must have prior approval

C. Circulation Policies

1. Users are responsible to **fill out the library check-out card** in the material and leave it with the Receptionist. When cards are missing, please inform the Receptionist for a replacement card.
2. Users are responsible to **return materials** in good condition, complete, and at the time the material is due.
3. **Training kits will be checked** to verify that all items have been returned before the responsible party leaves the TEBA office.

4. **Materials that are found to be defective**, or kits that are found to be incomplete, should be brought to the attention of the TEBA Receptionist.
5. **Materials are arranged** in eight (8) categories: Bible studies; Christian Living Studies; Church and Ministry; Cults, Sects and Other Religions; Doctrine and Theology; Evangelism; Hispanic Resources; and Pastoral Resources.
6. **Materials that are damaged or lost** will be replaced and restocked at the cost of the responsible church/party.
7. **Equipment will be checked for complete contents upon return**, before it will be accepted. Otherwise a replacement fee may be charged for missing items.
8. Users are encouraged to make **suggestions for library purchases**.

I am in agreement with, and will abide by, the TEBA Media Resource Library policies:

Name _____ Date _____

Church Affiliation _____