

Zion Lutheran Church Library

How to Find, Check Out, and Return a Book

To Find a Book

- By Title

All Books are listed in alphabetical order on a collection of sheets entitled, "Book List by Title(Alphabetized)"

Note that books whose title begins with "the" are listed with "the" as the first word on this list with the second word in the title also alphabetized.

For example, to find The Screwtape Letters , look for "The" then look for "Screwtape".

- By Category

All books have been designated by both a "Main Category" and "Sub Category".

See the collection of sheets entitled, "Book List by Category". Also, see the color-coded sheet for a list of all categories

To Check Out a Book

- Once you have found the book(s) you want, use the checkout sheet to sign them out.
- There is no library card. Simply print the name of the book(s) you are checking out, give your name and today's date.

To Return a Book

- Place the book on the "Return" shelf of the cabinet sitting adjacent to the book shelves. Find your name on the checkout sheet and place a ✓ in the appropriate column next to the book(s) you are returning.
- If you would like to do so, please use the comment sheet to let us know how you liked the book, if you would like us to buy similar books, etc.