

Resource Centre Displays

Hosted by a local coordinator when MC Canada staff are not present

- A coordinator requests loan items from the Resource Centre in advance.
 - The Resource Centre can also help tailor a display to a specific theme or audience.

- Please limit the number of resources to a maximum of 20.
 - Books are shipped free of charge, both ways. Shipping costs for non-book items (DVDs, CDs, etc. - shipped separately from the books) are invoiced to the coordinator. Their return is also at the coordinator's expense. See our policy and shipping rates - www.mennonitechurch.ca/tiny/737.
 - A Resource Centre sign, copies of *Resource Update*, Lending Policy/Due Date forms, business cards will be included for free distribution. Tablecloths, unless requested, are not included (requires extra shipping cost).
 - A bibliography tailored to the event's theme can be made for free distribution, if we're given two week's notice.

- All display items are checked out under the coordinator's name until we receive the items back or are notified of a "loan transfer" indicated on the *Borrower Information* sheet.

- Items may be borrowed from the display table. The return of these items to Winnipeg (with shipping cost) becomes the responsibility of the local borrower.*
 - The coordinator records all items that are borrowed from the display table on the *Borrower Information* sheet.

- All remaining items not borrowed from the display, together with the *Borrower Information* sheet, are to be returned promptly to Winnipeg by the coordinator. We will then transfer the loan(s) from the coordinator to the new borrower(s).
 - Use the return label for your return shipment.
 - If there are multiple packages, please match (as closely as possible) the weights on the return label with the weights of the packages.
 - Canada Post has a maximum 5 kg /library package limit.
 - Only books may be returned with the library rate return label.

*We don't expect the coordinator to become a "librarian" and have to track all locally borrowed items. Therefore individual borrowers assume the cost of returning each item and become responsible for its return. Please note that this is different from our *Cheaper by the Dozen* church library program (www.mennonitechurch.ca/tiny/644), an initiative based in a local congregation where retrieving locally borrowed items will be easier.