

LIBRARY CHECKOUT

01

PICK A STUDY

Choose a study on any of the 4 bookshelves. The library is organized alphabetically by author's last name.

02

REMOVE THE CHECKOUT CARDS IN EACH ITEM

Once you pick your study, remove the checkout cards from EACH ITEM. Every item (book, workbook, DVD) has a pocket with a checkout card in the front cover. Remove all the checkout cards from the pockets from all the books.

03

FILL OUT EACH CHECKOUT CARD

Once the checkout cards are removed, Fill EACH CARD out. The title and author will be at the top of the card. Put today's date in the "date loaned" box and your first and last name in the "borrower's name" box. Please write legibly.

04

LEAVE THE CHECK OUT CARDS ON DESK

After you have filled out a card for each item, leave all checkout cards in a pile on the desk and the books are checked out in your name. These books must be returned in mint condition as they are Heights property.

RETURN STUDY(S) WITHIN ONE WEEK UNLESS YOU PLAN TO USE THEM FOR THE SESSION. IN THAT CASE, RETURN UPON COMPLETION OF STUDY.

EMAIL LIFEGROUPS@HEIGHTSCHURCH.COM WITH ANY QUESTIONS.