

**library@highfieldschurch.org.uk**

## **How to use the Library**

The library is for the use of all **members of Highfields and students in Cardiff**. As well as books for borrowing, there are reference books and other resources for use within the library.

**To join the library**, please take a "Joining the Library" form from the "new forms" folder, fill it in, and leave it in the "completed forms" folder. If you aren't a member of Highfields or a Cardiff student, please ask me (Giles Cattermole) or email the address above, before filling in the form or borrowing books.

Once you have filled in the joining form, then you are free to borrow books. Any book that is not marked as a reference book may be borrowed for up to two weeks, and of course you can renew if no one else has requested it.

**To borrow a book**, please take the current borrowing sheet from its folder, fill in the next empty line (to include the title and author of the book, your name and contact number, and the date you've borrowed it), and replace it in the folder. At the same time, please write the due date (ie, **two weeks** from the borrowing date) on the sticker on the back of the book.

If there is a book you wish to reserve, please email me or (if I'm away) contact the person who's borrowed it.

Thanks, and enjoy using the library!