

Presbytery of Redstone Guidelines for
The Resource Center

Lending Policy: The resources which are housed in the Resource Center for the Presbytery of Redstone are those which have been purchased using offerings given from churches within this presbytery. While it is our intention to honor our ecumenical relationships with other reformed denominations, good stewardship demands that our resources be available first to the churches of the Presbytery of Redstone.

Our policy on lending resources is as follows:

1. Churches in this presbytery are given first priority in lending availability of all resources.
2. Churches from other denominations may have access to our resources by written application and payment of an annual fee of \$20.00. Representatives from churches in other denominations must apply in person to the coordinator, paying the fee at the time of application. Fees from other denominations will be paid into Account #87400-100, the budgetary line item for resources.
3. Equipment owned by the presbytery is available to churches within the bounds of the Presbytery of Redstone for a nominal fee. This equipment will not be available for loan to other denominations.
4. Any resource which is lost or damaged will be replaced and the cost will be billed to the church or individual who was responsible for the loss or damage.
5. If churches or staff from other presbyteries within the Synod of the Trinity request permission to use our resources, they may use them only if they are returned within the specific time set by the coordinator. Such requests must be made in writing to the coordinator two weeks in advance.
6. When resources are shipped from our office, a remittance form billing the borrower for the postage will accompany the shipments. Their return to our office must also be at the expense of the borrower.
7. Resources from the center at the Presbytery of Redstone will not be available to churches, presbyteries, or individuals outside the bounds of the Synod of the Trinity.
8. All persons who borrow resources on behalf of churches within the Presbytery of Redstone are responsible for returning them undamaged and in a timely manner.
9. Each borrower will need to complete a "Resource Center Borrower Registration Card". These cards can be obtained from the office of the Christian Education Coordinator.