

A User's Guide
to Northern Colorado Faith Library
at First United Methodist Church, Fort Collins
<http://fcf.scoolaid.net>

The library is rapidly evolving into an automated, user-friendly place to grow in your faith. Eddy Hopkins, our new resource center director, has been on board since September. The online catalog became available in October. The Dewey Classification system has been implemented and shelves rearranged to better display the holdings.

New furniture is in place and significant new acquisitions will be added for all age groups and interest levels.

We welcome your comments and suggestions directed to the resource center director or members of the Library Committee as the library transitions from being a general collection into a faith resource for Northern Colorado.

Library Cards

All members of First UMC already have a library card – it's the personal bar code found in binders behind the desk and in the library's electronic database. You do not need to know your bar code number to use the online catalog.

If you find that you do not have a bar code, simply fill out a membership form provided on the library desk.

The Online Catalog

The catalog is available virtually 24 hours a day from any Internet-connected computer at <http://fcf.scoolaid.net>. This allows you to compile a list of materials before you come to the church, if you want.

Select the search criterion (*e.g.*, title, author, subject, etc.) and type in the appropriate key words. You can refine or narrow your search by clicking on any of the blue highlighted categories, such as "author" or "pub. date."

The result of your search tells you immediately how many copies of each title are in the collection, how many are checked out and how many are on hold or reserve.

You can compile a bibliography by clicking the box on the left side of any title you want to select from your search. Print the bibliography by clicking "view," "print preview" and "print."

Click on any title to learn more about it. Or you can view other titles with similar subject matter by clicking on any of the blue "Subject" links beneath the author's name.

To see what books and DVDs have been added recently to the library, click on "New Items" on the home page.

Checkout Procedures

Materials may be checked out any time the church is open.

Self-checkout forms are on the desk. Simply fill in your name, phone, date and the last four digits of the FUMC bar code on the back of the book. Later, a volunteer staff member will enter the data, including your personal number.

When the library is attended, you will not need to fill out anything. The resource center director or a library volunteer will just enter the bar code on the book and your personal bar code. You do not need to carry a library card.

Materials may be checked out for 3 weeks with one 3-week renewal. Please return books to the box provided and do not reshelve them.

Library Layout

A new children's area has been created at the north end of the library. Books for young children are on the bottom three shelves. The prefix for these books is "E." Books for upper elementary grades and for teens are on the upper shelves in this end. The prefix for these books is "J."

Large Print books (prefix "LP") are to the left of the Parlor door. Below them is a section to display featured books and books on reserve, such as *The Faith Club*.

Books donated by the UMW (prefix "UMW") for use by all members are to the right of the Parlor door. These books are subdivided into categories used in the UMW reading program.

The Study Room is through the door on the right. This is intended as a quiet room for study and reflection.

Significant new materials will be added to each of these sections in the next few months.

Coffee and Computers

A variety of coffees and teas are available using the Tassimo system when the library is open. The cost is \$1 per cup. Instructions are posted near the machine.

A standup computer workstation has been installed for library patrons. This computer is always on and set for the library home page.

Hours of Operation

The library is available any time the church is open.

Resource Center Director Eddy Hopkins will be in the library 5:30–8:30 p.m. on Tuesdays and 9 a.m.–noon on Fridays. Volunteer staffing hours are being established. For updated information, click on "Library Hours" on the home page at <http://fcf.scoolaid.net>.

Questions and Comments

- Eddy Hopkins, the resource center director, at library@fcfumc.net ;
- David Reid, committee co-chair, at davidreid@vitaltheology.com or 226-4016; or
- any member of the Library Committee.