

ACAC Library FAQ

"Let the wise listen and add to their learning, and let the discerning get guidance." Proverbs 1:5



The library is a ministry of Allegheny Center Alliance Church. We serve you by providing books, DVDs, music, and other resources that meet the informational, educational, and spiritual growth needs of ACAC congregants, staff, and program participants.

We hope that these items will educate, encourage, entertain, challenge, promote community, and equip you in your ministry as a disciple of Christ.

Where is the library?

There are three library locations on our campus.

- The children's library is located on the 3rd floor of AC4 in Children's Ministry.
- A teen library is located in the student center on the 1st floor of the Whiteside building within Student Ministry.
- The adult library is located on both the 2nd and 3rd floor of Union Place. Fiction books, audio books, DVDs, and music are on the 2nd floor and non-fiction books are on the 3rd floor.
- The main library office is located in Rm. 311 on the 3rd floor of Union Place, behind the elevator.

What's in the ACAC library?

The children's library contains a wide range of children's books; fiction and non-fiction - for the preschooler, the younger reader and chapter books for the later elementary reader.

We also carry a selection of Christian videos and DVDs; including Veggie Tales, Adventures in Odyssey, Bibleman, and others.

There is also a selection of children's music and audio books.

Additionally, we stocks some parenting books (most can be found in Union Place), and a limited, but rotated selection of adult fiction for the busy parent who is unable to get to the main library.

The teen library contains age appropriate fiction and non-fiction. We attempt to provide books that will engage your teen by selecting topics important to them.

We also provide a selection of Christian teen magazines that can be browsed while they are "hanging-out."

The adult library carries a wide range of fiction covering many genres; mystery, suspense, sci-fi, romance, history, westerns, to name a few.

Our non-fiction covers a vast array of topics and authors, both classic and new. We also carry a variety of devotionals, ideal for preparing something short for your small group or meeting. There is also a wide range of commentaries, expository works, and reference material for the in depth study. (Are you a Nook or Kindle reader? Let us know – digital books could be on their way.)

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Our DVDs range from drama to comedy, and include Christian speakers.

We also carry audio books in both tape and CD format.

If music interests you, there are many genres to choose from; traditional, country, gospel, and praise & worship to Hip-Hop and rock.

We also provide Christian periodicals for browsing in both the Union Café and in the café area of the Children's Ministry.

If you can't find what you are looking for, ask! We can always search our database by title, author or subject. We also eagerly accept recommendations.

Who can use the library?

The library exists to serve everyone within the ACAC community – you do not have to be a formal member of the church to use the library.

Do I need to do anything before I use the library?

To use the library you need to register for an ACAC library card (although no physical card is issued at this time). You can request one by filling out a form available at any of the library desks.

How do I use something from the library?

To use something you simply need to check it out (even if you need it for just a short time).

When the library office is open, simply bring your items to any of the desks and a volunteer will check them out for you.

You may also check out books and VHS videos by completing a 'self-checkout card' with the five digit barcode number (located on the back of all books and the bottom of video tapes) and leaving it in the box or tray.

Unfortunately, CDs, DVDs, and audio series may only be checked out when the library desks are staffed.

How many items can I borrow?

Adults:

5 Books, 3 VHS, 2 DVDs, 3 CDs and 2 audio series

Teens:

3 Books, 1 DVD, 1 CD or 1 audio series

Children:

2 Books (movies and music must be checked out under an adult's name, who must accompany them at the time of check out.)

How long can I keep this?

Books are checked out for 3 weeks.

All other items are checked out for 1 week.

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Is there a fine for overdue items?

While we ask that everyone make an effort to return items promptly (so others can use them), the library does not assess fines for overdue materials. However, excessive unreturned overdue items may result in the loss of borrowing privileges.

I lost/damaged/destroyed an item I borrowed. What do I do?

The library does not require that patrons pay for lost, damaged, or destroyed materials. However, we do encourage patrons to replace materials, if they are able, either by donating a copy of the item to the library or by making a monetary donation specifically to the library ministry (an envelope can be provided).

Can I donate items to the library?

We welcome donations! Donations can be left at any of the library desks or at the welcome desks in any of the buildings. All items are evaluated prior to being added to the library collection. If an item is not selected for inclusion in the library, it will be "recycled" through the library's "free" book table for others to use.

Can I volunteer for the library?

It is crucial for us to have volunteers. The library relies on the willingness of individuals to invest their time and energy to serve. Because we service several venues and programs, we have a multiplicity of time slots, days and opportunities available.

We also have a "Cover @ Home" program for those who prefer to work behind the scene.

Can I locate the library on the web?

In addition to this web document, pertinent information can be found on the [ACAC library blog](#) where we keep you up to date on ministry news, what is new on our shelves, who is reading what, and reviews from patrons like you, as well as instructions on how to cover books.

Questions? Suggestions? Comments?

We are here to serve you so please feel free to drop by and talk with someone.

If you'd like to speak with the library coordinator, Deanna Hritz, you can email her at: library@acac.net or by phone at (412) 321-4333 ext. 228.