

# **Congregation of Moses Fisher Library**

## **Shabbat and Holiday Checkout Procedures**

Conservative Judaism discourages writing or use of electronics on Shabbat and Holidays, requiring these special procedures.

(For members of Congregation of Moses only)

1. Find family name card, listed alphabetically, in card box.
  2. Place the name card in the small bin beside box.
- \* If the book has a card in back, clip book card to name card and place it in the bin.
3. Within days, the Library Director will call or email, requesting titles of items checked out. You may also call or email Library Director with titles.

### **Circulation Policy**

1. Checkout limit: No more than 3 items at a time.
2. Due Dates:
  - 2 weeks for books
  - 1 week for DVDs/other media
3. Reference items and periodicals may not be checked out.

### **Library Rules for Shabbat and other holidays**

1. Adults must accompany young children at all times.
2. Please do not reshelve items. Place them neatly on a table.