

SPC Library Borrowing Procedures

McQuade Library

The McQuade Library is one of the more inviting spaces at SPC and the home of a wonderful collection of faith-related books. We feature both contemporary works and the classics, which can be checked out. McQuade Library is in the Loeffler Chapel hallway.

How to Check Out Books:

1. Please CLEARLY write your name, phone number, and the current date on the card in the back of the book.
2. Place the card in the small box on the library table.
3. All books are due back in 1 month.

If you wish to keep a book longer, you may renew it simply by leaving a note in the box on the library table.

How to Return Books:

Please do not put books back on the shelf when you return them. Place them in the larger, book-return box on the library table.

Children's Library

The children's library is upstairs right next to McCahan Hall. Each child needs a library card to check out materials. Anyone is welcome simply to sit in this warm sunny place and read.

Please e-mail Children's Ministry Coordinator Ashley Charles at spcchildren@swarthmorepres.org if you need a library card.

How to Check Out Books:

1. Using the computer in the children's library, locate the "Self Check" screen.
2. Type in your library card's ID number and press enter, then type in the card's password and press enter.
3. Click "Check Out."
4. Enter the barcode number from your book and press enter. Repeat this step for all books to check out.
5. Click "Done."

How to Return Books:

The process is the same as checking books out, only select "Check In" instead of "Check Out" on the computer.