

**Presbytery of Northern Kansas
6-18-2019**

**Resource Center
General Information**

**Resource Center Hours
M-F 9:00 a.m. to Noon
plus Wed. 1:00 p.m. to 4:00 p.m.**

This Resource Center, located in the Presbytery Office at 308 South 8th Street, 2nd floor of First Presbyterian Church in Salina Kansas, is operated by the Presbytery of Northern Kansas for the benefit of its member congregations and committees. In order to meet the needs of these congregations and committees, resources will ordinarily be loaned only to pastors and members of Presbytery of Northern Kansas congregations and clergy members of the Presbytery of Northern Kansas.

Due to limitations, the Presbytery of Northern Kansas Resource Center ordinarily accepts limited donations, such as an occasional single resource that someone or some church has used in their program. The Presbytery of Northern Kansas Resource Center acquisition policy requires that all resources must be previewed and/or approved by members of the Resource Center committee before they are purchased and/or are placed in the Resource Center for use by member congregations and committees

The Resource Center has purchased resources (videos, DVDs, CDs, print and other materials) to serve the entire programs of local congregations and presbytery committees. These resources, as well as equipment (overhead projector, screen, TV/VCR combo, etc.) are available free of charge to the PNK congregations, as well as the committees within the presbytery. You may call or email the Resource Center to reserve resources or preview materials. Phone #: 877-777-5310 (toll free) or 785-825-1655 or email lweiser@pnks.org.

PNK RESOURCE CENTER POLICIES

1. Reservations for resources and equipment may be made by phone during regular hours. Reservations may also be made by email at any time.
2. Audio-visual equipment may be checked out for one week. Other materials may be checked out for four weeks. Resources are renewable by telephone or email subject to availability. Some resources designed for longer than four weeks usage may be checked out for the length of the study or for the time frame agreed upon by the user and the resource center coordinator. The only cost is return postage. Seasonal resources may be limited to showing date plus mailing time.

3. **Please return all resources promptly.** Others may be waiting for the material. No new material will be sent to persons or churches holding overdue resources. The persons or churches holding overdue items will receive one overdue notice. If overdue resources are not returned or renewed, the borrower will incur the replacement cost of the resources.

4. Priority for use of all resources and equipment will be given as follows:
 - a. Presbytery staff for Presbytery events/meetings
 - b. Presbyterian congregations of Northern Kansas

5. User is responsible for replacement of damaged resources or equipment. Please inform us if a resource will need repair or replacement.

6. No admission charge can be made for viewing materials borrowed from the Resource Center.

7. When borrowing equipment, the Resource Center requires assurance that care will be exercised and a trained operator will be present while equipment is being used. Equipment must be returned promptly to the Resource Center.

8. **Do not make a copy of any resource unless it is clearly marked with permission to reproduce by the author or publisher. It is illegal to copy copyrighted materials.**