

The Urban Ministry Institute of Los Angeles Timothy Library Check Out System

"Study to show yourself approved unto God, a worker who has no need to be ashamed, rightly handling the word of truth." (2 Tim. 3:15)

As an Institute dedicated to equipping and empowering urban church leaders, the Timothy Library offers a way of resourcing urban pastors, Christian lay leaders, missionaries, and others with relevant books and materials that will aid them in their ministry and theological training. It is a place where students of the Word are connected with the tools they need to uncover God's timely truths and where leaders gather for the purpose of scholarship. The Timothy Library may be used by any urban church leader during normal business hours (M-F, 9am-5pm), however, books may only be checked out by students, alumni, and friends of The Urban Ministry Institute.

Check-out Policy: Each book or resource needs to be signed out on the library sign-out sheet. Current TUMI-LA students and alumni should always use their student ID number and current e-mail address when checking out resources from the Timothy Library. No more than four books may be checked out from the Library at any one time - books can be checked out for a 14 day period. Resources may be renewed by signing books in and then out again, but all books need to be renewed before their due date.

Returning Books: Books need to be returned during normal business hours and should be placed in the return box in the TUMI library. Patrons should then record the date on which they returned the book on the sign out sheet to ensure that no late fees are charged.

Late Fees: Late fees will be assessed at the rate of 10 cents per day, and all fees will need to be paid before new books can be checked out. Payments for late fees may be made to the World Impact LA Administrator (Mr. Ryan Cummings) or to the TUMI-LA registrar (Telma Argumdeo). Patrons are on the honor system to pay fees. No books may be checked out when a patron has outstanding late fees.

Friend Of The Urban Ministry Institute: Friends of The Urban Ministry Institute (FTUMI) may obtain a visiting student ID number through the TUMI-LA webpage (www.tumi-la.org). After filling out the form on the Timothy Library page, a visiting student ID number will be e-mailed to you. Upon payment of a one-time \$25.00 usage fee to the TUMI-LA Registrar, Friends of TUMI will be granted standard library privileges for five years.

Reference Books: Reference books may not be checked out at any time! They may only be used in the Timothy Library or adjoining reading rooms.

Book Donations and Requests: If you would like to donate a book to the Timothy library, please place it in the book donation box in the Library. If you would like to request that the Timothy Library add a book, please e-mail the name and other bibliographical information to Bill at steuwerb@aol.com.

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Revocation of Library Privileges: Any library patron who fails to follow library policies may have his or her library privileges revoked after due warning.

Key Library Personal:

Library Volunteer: Mr. Bill Steuert (New Acquisitions, shelving, cataloging). Bill can be contacted at steuerb@aol.com

TUMI-LA Registrar: Telma Argumedo (Library Cards, Late Fees). Telma can be contacted at: targumedo@worldimpact.org