



USAGE POLICIES

For Churches of the Susquehanna Conference of the United Methodist Church:

DISCOVERY PLACE is open on Mondays, Wednesdays, and Fridays from 9 am – 1 pm. Evening or weekend visits may be arranged by contacting us at 717-766-7968 or emailing discovery@susumc.org. Occasionally we are closed for a partial or full week for vacation. Closures will be noted in advance at the top of the Discovery Place website, www.discovery-place.org. Notice of closures will also be communicated in advance via QuikLINK.

RESERVATIONS are taken for all resources. Resources may be reserved through our online catalog, by e-mailing discovery@susumc.org, or by calling 717-766-7968. Reserved resources may be mailed or be picked up from Discovery Place at the Susquehanna Conference office building, 303 Mulberry Drive, Mechanicsburg, from 8 am – 4 pm on weekdays. If Discovery Place is closed, the receptionist will assist you.

SHIPPING AND HANDLING FEES will not be charged to Susquehanna Conference churches except for first class mailings, overnight, FedEx, etc. Borrowers are responsible for the cost of return shipping.

The RETURN DATE is the day resources are to be postmarked or be delivered to Discovery Place. Materials may be returned from 8 am – 4 pm on weekdays. If Discovery Place is closed, you may leave them with the receptionist.

USE OF MATERIALS: Resources may be kept for the duration of the study. For example, if a DVD has six sessions and your class is meeting every two weeks, you may keep the DVD for twelve weeks. Most DVDs come with a study guide and/or a book. We ask that you do not mark the printed materials in any way, so that others may use them.

OVERDUE RESOURCES: Please make every effort to return materials on time. However, we understand that sometimes classes are skipped due to inclement weather or special church events. We build a few extra weeks into the due date to account for this. If you will not be finished with a resource by the return date, please contact Discovery Place to arrange for an extension. In most cases, extensions will be granted unless the materials are already reserved for another church.

Churches Outside of the Susquehanna Conference of the UMC:

Resources may be borrowed by churches of other denominations. Resources may be mailed or picked up from Discovery Place at 303 Mulberry Drive, Mechanicsburg, from 8 am – 4 pm weekdays. If Discovery Place is closed, the receptionist will assist you.

Borrowers from churches that are not United Methodist will be charged a nominal usage fee of \$5 for each resource borrowed. Borrowers are also responsible for paying return shipping, or to drop them off at Discovery Place.