**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](http://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.

*Revised October 2019*