

## Roots Library

The Roots library has over 3700 items such as books, CD's, MP4's & DVD's that are hard to find or you can't find in the public libraries. This collection of living books, classics and Christian material has been an ongoing project for over 25 years with new products continually being added. The library transitioned onto an online format for ease of use and access for all families. You will be amazed at the selection!

We love that families utilize the library by borrowing hundreds of items every month from September to May. To ensure that the library can continue to exist and offer these materials, it is **crucial** that the materials be returned in a timely manner and in the same condition as they were borrowed. Let's be good stewards with what God has blessed us with!

### How to Access the on-line library

#### Returning Families

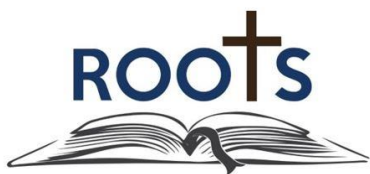
1. If you accessed the library last year and have completed your Roots registration for this year, you can simply use your same login, password, or library card.
2. If you were signed up with Roots last year, but never accessed the library and now you would like to, follow these steps:
  - i. Go to <https://rootslibrary.libib.com>
  - ii. Enter the email address you used when registering with Roots.
  - iii. Click on "Need password"
  - iv. A password will be sent to the email address with which you signed up.
  - v. Use the password to get into the system.
  - vi. Once in the system, you can browse the material that is available, put books on hold, change your password.

**New Families** If you are new to Roots and would like to use the library, your e-mail address will be inputted into the library shortly. Thank you for your patience!

### How to Put Holds on Materials

The only way to access the books is to place them on hold first through <https://rootslibrary.libib.com> they will be pulled for you and available for pick up each month's support group meetings.

1. Once logged in, you can search for materials by author, title or subject.
2. Click on the picture of the material you are interested in. A description along with the information stating how many are available, reviews, links and "add hold" will appear.
3. To put the material on hold, click the "Add Hold" option. You will notice a box appears at the bottom of the page showing you what has been put on hold under your account.
4. You may continue to add books to be held for you or you can check out. Once you are ready to complete your check out, click on the "Complete" tab found on the top right corner of your holds box at the bottom of the screen.
5. Follow the prompts to complete your holds.
6. You can verify your holds by clicking the patron page link on the main page which will give you a list of items currently on hold, past books borrowed or currently in your possession.



**(How to Put Holds on Materials Cont'd)**

7. Holds need to be placed by the Wednesday at 9am prior to the North Calgary monthly support group meeting.

Support Group	September	October	November	December	January	February	March	April	May
<b>Library Book Hold Deadline Date</b>	September 11 <sup>th</sup>	October 16 <sup>th</sup>	November 13 <sup>th</sup>	December 11 <sup>th</sup> (Calgary Only)	January 8 <sup>h</sup>	February 5 <sup>th</sup>	March 5 <sup>th</sup>	April 9 <sup>th</sup>	All Library Books Must Be Returned

**5 Locations to pick up your material:**

- a) In person at one of the North or South Calgary support group meetings
- b) In person at the Edmonton support group meeting
- c) Weening Household: 1369 Ravenswood Drive SE, Airdrie
- d) Eacott Household: 99 Ranch Estates Drive NW, Calgary

**Material Returns**

You will receive a reminder e-mail when the library books are due, which is one month from the support group meeting dates. When dropping materials off at one of our homes, please use the bins marked with the Roots logo and ensure that the lids are secured. We will require that the Edmonton families return their material the Wednesday before the Calgary support group meeting for them to be transported back to Calgary for others to utilize. There are 6 drop off locations for material returns.

1. In person at the Calgary or Edmonton support group meeting
2. George Household: 58 Reichert Drive, Beaumont
3. Eacott Household: 99 Ranch Estates Drive NW, Calgary
4. Laidley Household: 83 Copperstone Crescent SE, Calgary
5. Scholten Household: 2810 Oakmoor Crescent SW Calgary
6. Weening Household: 1369 Ravenswood Drive SE, Airdrie

**Guidelines**

1. If you do not pick up the books, those next in line will receive the material. It will not be held for you for another month.
2. Holds function is on a first come, first serve basis, and are based on date.
3. Be respectful of others. Return materials when due. We run the library on an honor system and want to continue to ensure everyone has equal access.
4. If materials come back damaged beyond use/repair (beyond basic wear and tear), please replace it.

**Questions**

Contact Alisa Weening at [libraryroots@gmail.com](mailto:libraryroots@gmail.com)