



RESOURCE LIBRARY VIA LIBRARIKA

To Register

- 1 | Register for a new account at <https://librarika.com/users/register>.
- 2 | Receive verification email and verify the email address.
- 3 | Log into <https://librarika.com> using a new account.
- 4 | Click on “Request Member Access” button at My Libraries section.
- 5 | Enter full URL of the library (<https://sasmallgroupresourceclibrary.librarika.com>) and submit the request.
- 6 | The “Member Auto Join” setting is enabled, so you will be joined to the library instantly.

To Use

- 1 | Once in the Resource Library, please click on Catalog Search on the top navigation bar to peruse our catalog.
- 2 | You can type in the name of the book in the Search field (set it to search on Title) and it will show you all the resources (book, leader guide, DVD, etc.) that we have available.
- 3 | Click on the title of each item, scroll down, and click on the green “Request” button and enter in Start Date and the anticipated Return Date.

FAQs

Who has access to the Resource Library? | Members at St. Andrew and all Small Group members at St. Andrew have access to the Resource Library.

Do I need a login to use the Resource Library via Librarika? | Yes, we ask that you create your own individual login. This will allow us to better serve the St. Andrew community by knowing where the materials are being used.

Can I still come to the church to review the materials in person? | Absolutely! The Adult Ministries Office, Room 135, is open Monday through Thursday, 8:30-5:00 and Friday, 8:30-1:00. It is not open on the weekends. For times when the office is closed, we hope you will find the online Resource Library via Librarika to be a convenient option.

What if I'm only able to pick up the materials after office hours? | We will work with you to find a place in the church during building hours to leave the materials for you to pick up.

When I make a reservation, what happens next? | The Adult Ministries staff at St. Andrew will receive the request and notify you when the materials are ready for you to pick up. We will make every effort to make the materials available to you as soon as possible, usually within a day or two.

How long can I keep the materials? | Because the needs of the member or the group may vary, materials can be issued for whatever amount of time is needed. We simply ask that you provide us with an estimated date of return.

Will I be able to see when my materials are due? | Yes! When you log in to your account, Librarika allows you to track all of the materials that have been issued to you and when they are due. You will also receive email reminders to help you stay current.

What happens if I'd like to reserve an item that is already checked out? | A member of the Adult Ministries

staff will contact you to let you know the expected date of return of the materials you are requesting. At that time, you may wish to keep your reservation or make another selection from our Resource Library. If the study appears to be in high demand, we may consider adding additional copies to the Resource Library.

What if there's a specific study that I'd like to use, but it does not appear in the Resource Library? | We would be happy to purchase new materials for you or reimburse you for the cost of materials you would like added to the Resource Library. Resources commonly used by St. Andrew include Cokesbury, Amazon, Mardel and LifeWay. We simply ask that you contact our staff first before purchasing any new materials.

Who do I call if I'm having trouble or have questions?

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