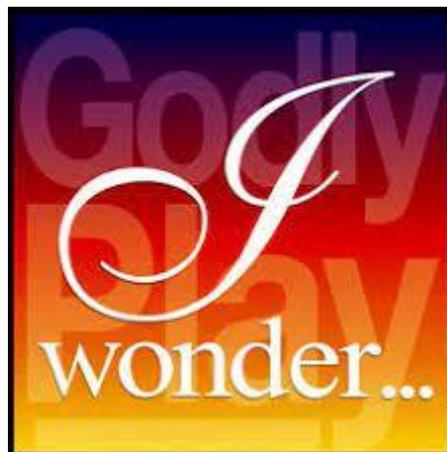




Godly Play Library

Guide for New & Existing Library Users



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Introduction

St John's were privileged to inherit the Godly Play resources from the Winchester Resource Centre on its closure. We are therefore keen for this resource to be readily available to churches across the diocese for their use.

The complete Godly Play resources are now catalogued in an online library management tool called Librarika. This system is to support the process of booking out resources, and to simplify our processes for monitoring loans and the general administration of the library.

Joining the Godly Play library & obtaining access to the online library

Joining the library is easy. Simply: -

1. Complete the data consent form and return it to godly.play@stjohns-hedgeend.org.uk
2. Pay the fee as set out in the Terms & Conditions (appendix 1) or indicate you intend to pay per box loan rather than the annual fee.

By doing so, you are agreeing to our Terms and Conditions of Use (see Appendix 2)

On receipt of the data consent form and payment (where applicable) you will be registered on the Librarika system. This in turn will generate an email to you notifying you of your Librarika membership, and asking you to activate your account. Once you have done so, you will be able to view and search the catalogue and make reservations.

Login To System

Once your account is activated, you can log in, whereupon you will arrive at the home page for your account. From there you can search the site following the links at the top of the page.

Searching the Catalogue

This can be done in several ways.

By following the link to the Catalogue page this gives a full list of all the story boxes but is not the easiest way to search for boxes. From that page however, it is possible to search for boxes by Categories. The Authors, Publisher or Tags options do not provide search option for the boxes.

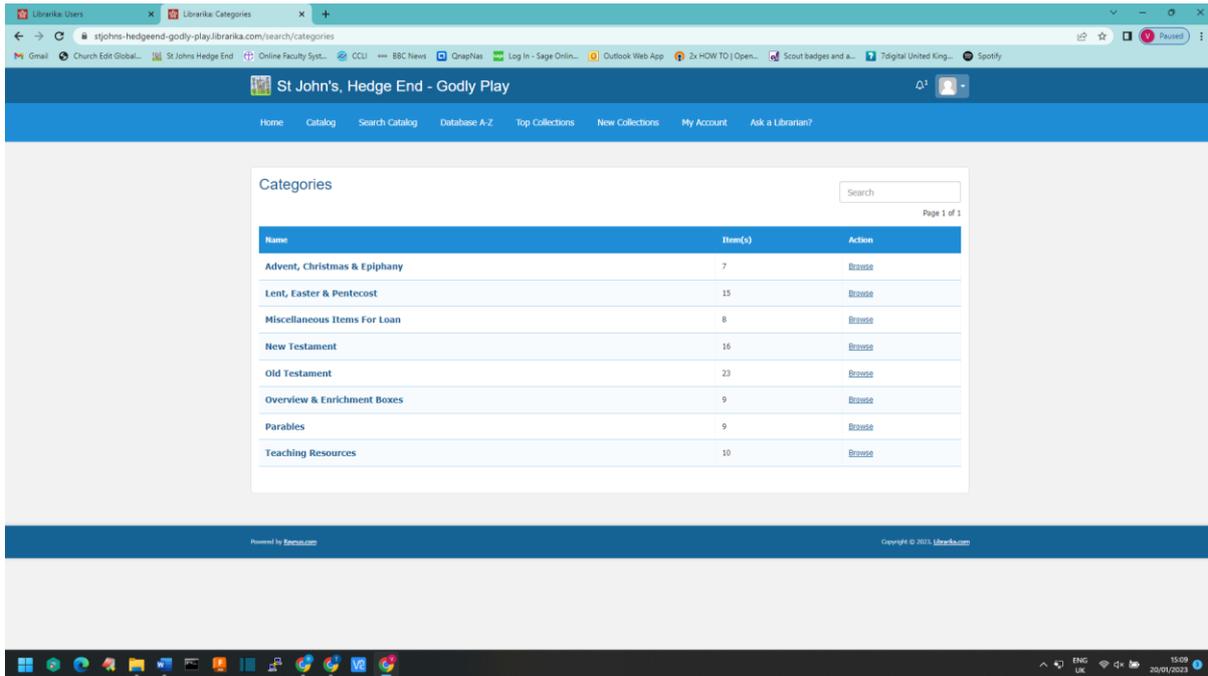
By Categories

By clicking on the categories link, it takes you to this page: -

Boxes are listed in the following categories: -

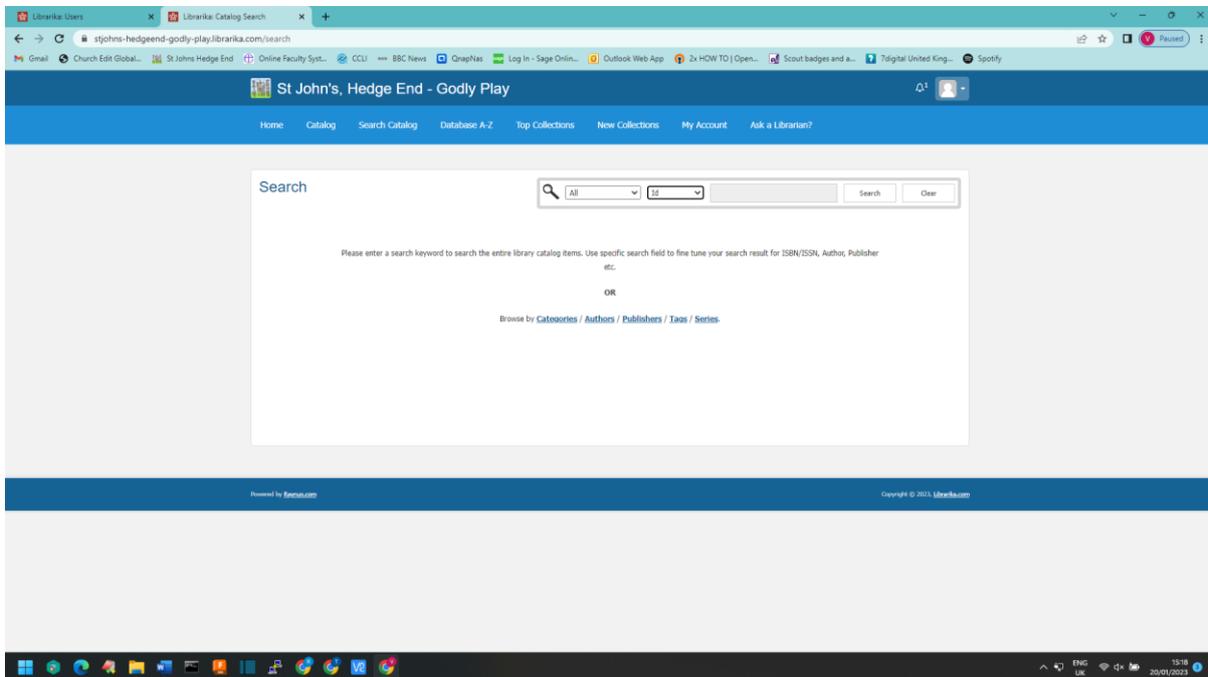
- Advent Christmas and Epiphany
- Lent, Easter & Pentecost
- Miscellaneous Items for Loan (these tend to be cities, mountain, disciple figures needed to supplement the main story box in certain instances)
- New Testament
- Old Testament
- Overview & enrichment Boxes
- Parables

For each category there is an indication how many stories are in each category. Clicking Browse will bring up the different stories in a particular category.



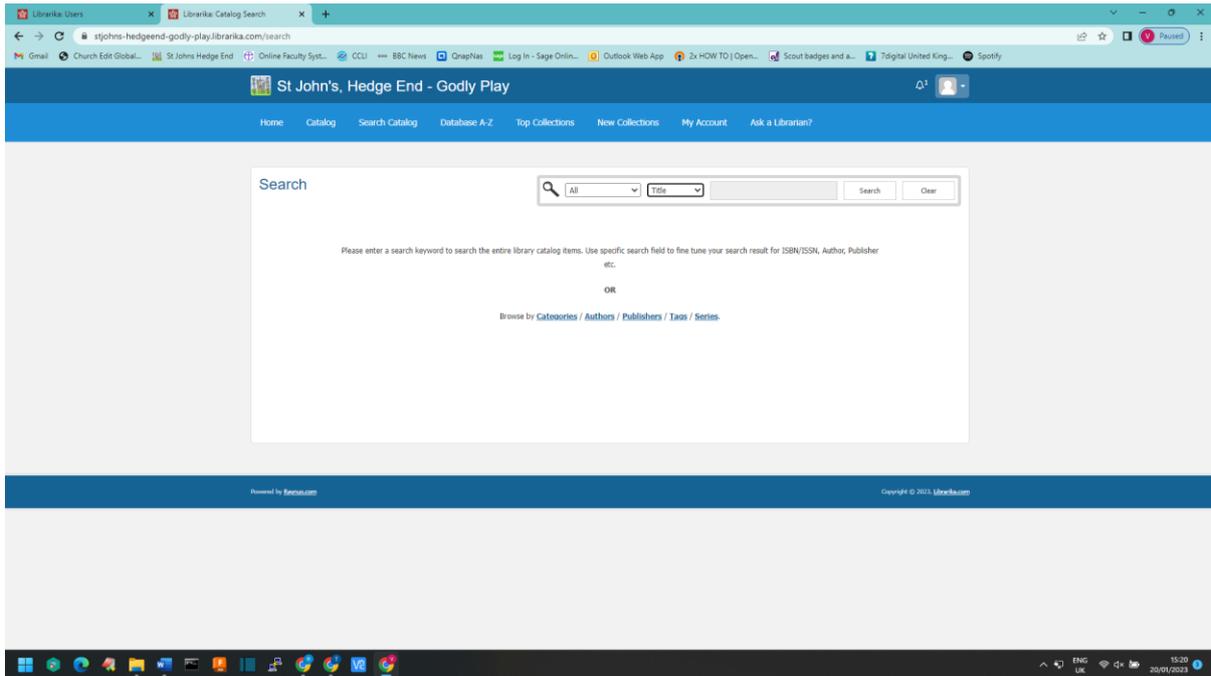
By ID Number

The complete list of stories and their ID numbers is available on the church <https://www.stjohns-hedgeend.org.uk/godly-play-boxes/>. Once you know the ID number of the story you wish to search for, click 'Search Catalogue', use the drop-down box on the search bar to ID, then key in the ID number of the story before clicking search.



By Box Name

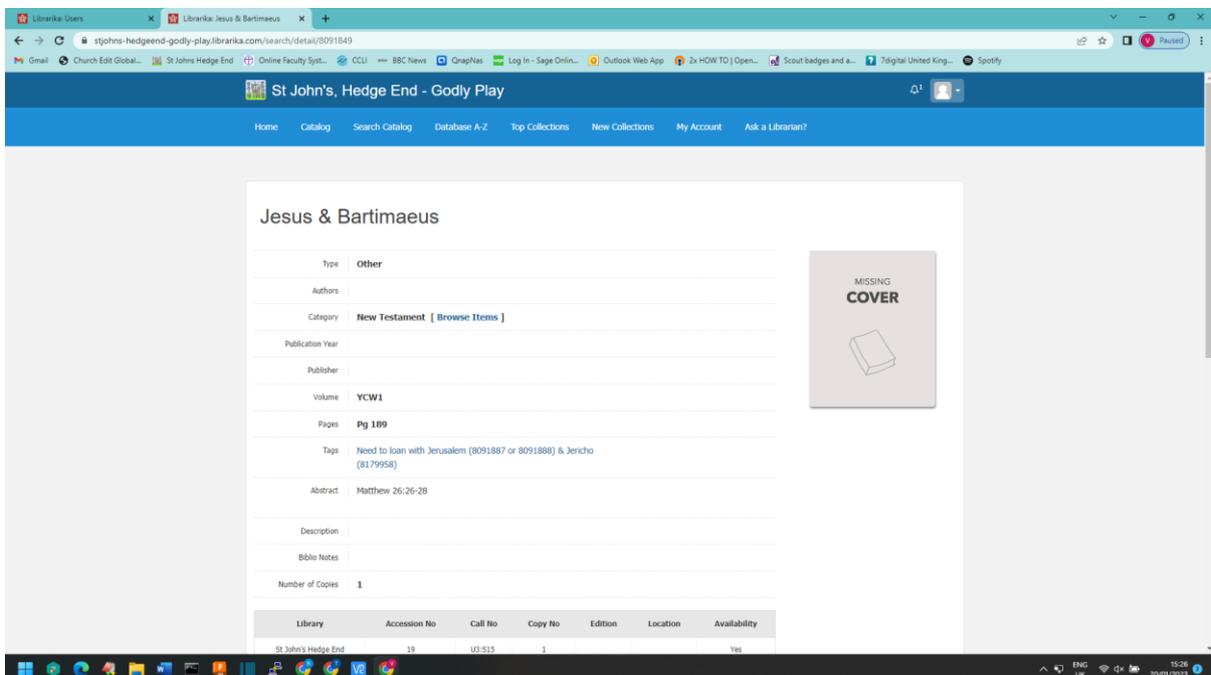
If you know the name of the story (from the list on the church website <https://www.stjohns-hedgeend.org.uk/godly-play-boxes/>) then click 'Search Catalogue', use the drop-down box on the search bar to Title, then key in the Title of the story before clicking search.



Details of each story box

Once you have located the box you want by whichever search mechanism you choose, you can then look at the details of the box.

So for example if you had searched for the story of 'Jesus and Bartimaeus', click on the story title which will then expand and show details of the story as follows: -



The key information available in the different sections on this page are as follows: -

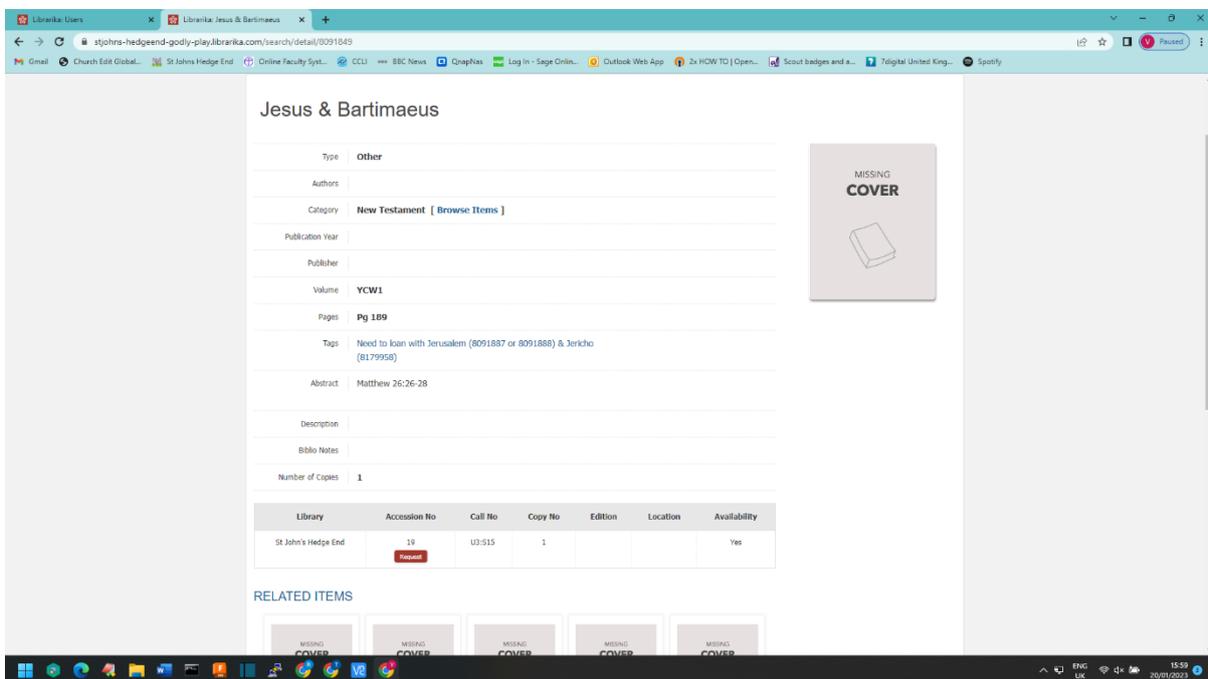
- Volume - refers to the Godly Play book from which the story was taken.
- Pages – page in the Godly Play Book where the story can be found.

- Tags - this details any additional items which need to be loaned at the same time to enable the telling of the story. Each item is followed by a number in brackets; this is the ID number which can be used to search for those items.
- Abstract – details the bible verses covered by the story.
- Description – any theme detailed in the Godly Play books.

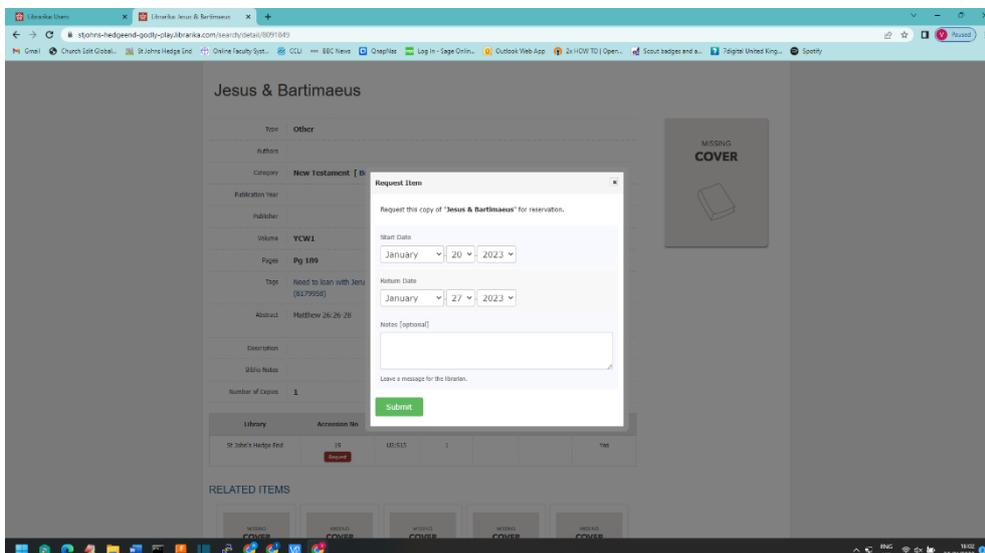
The Tag section might also reference sand or matches. **Please note that neither sand or matches are included in the items for loan.**

Booking a story box

Once you have located your chosen story box in the system and clicked on to the title of the story to bring up the expanded page for that story (as above), scroll further down the page where you will see a red 'request' button:



Click on the 'request' button. This will bring up a box in which you can set your collection and return dates. Please note that the Terms & Conditions of Use set out the loan terms and maximum periods.



dates. Please note that the Terms & Conditions of Use set out the loan terms and maximum periods.

If you can give times in the text box too, that would assist the office team.

Once you click submit, it will send a message to the library team and make the loan as 'on request' in the library. You will be able to see all items booked in your account section.

Canceling a Reservation

If you change your mind about a particular booking then this can be done by going to 'Your account' section and selecting the story from your 'current reservations'. Click 'cancel'. This will release the story back into the available resources for loan and remove from your reservations list.

Collecting and returning story box

Reserved items are to be collected from The Office during office hours (Mon, Tues, Thurs & Friday 9.00 -noon) although in exceptional circumstances, alternative arrangements may be made on request. Similarly, we ask that boxes are returned during these times also.

Appendix 1: Terms & Conditions of Use

Definitions

'The Office' relates to the Parish Office located in the Underhill Centre, St John's Church, St John's Road, Hedge End, SO30 4AF.

'The Library' relates to the Godly Play resources available from The Church.

'The PCC' is the Parochial Church Council of St John the Evangelist, Hedge End.

'Godly Play Administrator' means one of a small team of volunteers who run the library.

'Librarika' is the online library management portal used to administer The Library.

1. Membership of The Library

- 1.1 Resources can only be loaned by a church or school which has registered for membership of The Library
- 1.2 Membership is only activated on receipt of the following completed forms (available for download from <https://www.stjohns-hedgeend.org.uk/godly-play-boxes>) :-
 - application form
 - data consent form (See also Section 4 below)
- 1.3 You will receive confirmation of your membership and a log on to Librarika.
- 1.4 User guides for Librarika are available from <https://www.stjohns-hedgeend.org.uk/godly-play-boxes>

2. Subscriptions and Fees

- 2.1 Loans are subject to being up to date with the payment of fees. This is either: -
 - annual membership of £40 payable on 1st January each year or pro rata if joining mid-year; or
 - £5 fee per box/item loaned, payable on reservation.
- 2.2 Fees to be paid by BACS transfer into the PCC bank account:
Account Name: St John's Parochial Church Council

Bank: Nat West Romsey
Sort Code: 60-18-46
Account Number: 06002188

- 2.3 Use your church name followed by GP as the payment reference.
- 2.4 At the time of payment, please email godly.play@stjohns-hedgeend.org.uk to confirm the date of payment, amount, what the payment was for and the name of your church.
- 2.5 Annual Membership and individual box fee are non-refundable.

3. Loan Times and Arrangements

- 3.1 Boxes and other items can be reserved via Librarika up to 30 days in advance.
- 3.2 All reservations to be submitted via Librarika by 5pm on the Saturday before collection.
- 3.3 Reserved items will only be released on payment of the fees set out in section.
- 3.4 Reserved items are to be collected from The Office during office hours (Mon, Tues, Thurs & Friday 9.00 -noon) although in exceptional circumstances, alternative arrangements may be made on request.
- 3.5 Items may be loaned for up to 4 weeks, although they may be recalled earlier if needed by another user during that time.
- 3.6 Up to 4 boxes may be borrowed at any one time.
- 3.7 If you have overdue items, no further items will be released until the overdue items are returned.
- 3.8 If an element of the box is broken or mislaid or the last of any consumable items used during the period of your loan, please notify us by email (godly.play@stjohns-hedgeend.org.uk).

4. Data Protection

- 4.1 Any personal information that you provide to the PCC will be processed in accordance with the Privacy Policy, which can be found at www.stjohns-hedgeend.org.uk/privacy-notice.php
- 4.2 The Godly Play Administrator will need to contact you about reservations, collections, returns, fees and overdue items. Therefore, as a minimum, members are asked to provide the following consent:

I consent to the details I have provided being used by the church office, Godly Play Library Administrator to contact me in relation to reservations, collections, returns and administration of your library membership.

- 4.3 You are responsible for informing us of changes to your personal details.

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Appendix 2: Data Protection Form

St John's would like to be able to contact you. Your privacy is important to us however and, in line with UK law on data protection, we need your consent to store and use your information. To keep things simple, please only provide the contact information that you are happy to be used (so if you do not want to be contacted on your mobile phone do not give us your number). Please note that you can ask for your details and consent to be updated or deleted at any time.

Name:

Address:
.....

Email Address:

Phone Numbers:

Parish Church:

By signing this form, you are confirming that you are happy for St John's PCC to store the information you have provided above and to use this information for the following (please tick all that apply):

- I consent to the details I have provided being used by the church office, Godly Play Library Administrator to contact me in relation to reservations, collections, returns and administration of your library membership.
- I consent to the details I have provided being used to keep me informed of new resources added to the library.
- I consent to the details I have provided above being used to keep me informed about news and events relating to Godly Play.

Signed: Dated:

You can withdraw or change your consent at any time by contacting the Godly Play Library Administrator by post at St John's Church Office, Underhill Centre, 76 St Johns Road, Hedge End, SO30 4AF, or by emailing godly.play@stjohns-hedgeend.org.uk or by telephone on 01489 790048. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

You can find out more about how we use your data from our "Privacy Notice" which is available from our website using the link www.stjohns-hedgeend.org.uk/privacy-notice.php or from the Parish Office.