

Spokane Handweavers' Guild Library Guidelines

The use of the library is a benefit provided to members of the Spokane Handweavers' Guild. The library catalogue is available on the Spokane Handweavers' Guild web site: <http://www.spokaneweavers.org/library/>

Library Procedures

- Members may borrow and return books and equipment at our monthly meetings or at other times arranged with the librarian.
- All print items and DVDs may be borrowed from the library for one month, equipment for three months.
- Items may be renewed by arrangement with the librarian if another member has not requested the item.
- The library opens before the general meeting starts. The Library is open during Guild meetings, but not during the program portion of the meeting.
- When returning items, please place them on top of the library case, **not** in the bookcase. The librarian will reshelve all items.
- Members who have no outstanding fees or unresolved losses may borrow from the library.

Borrower's Responsibilities

- The borrower is responsible for all loaned material. The borrower agrees to pay for the cost of repairing materials that become damaged while on loan.
 - The borrower agrees to pay costs for repair of materials that become damaged while on loan.
 - The borrower agrees to replace lost or no longer useable materials.
 - The Spokane Handweavers' Guild is not responsible for any damage or loss to persons, property, or equipment sustained as a result of using or consulting library material.
- An overdue charge of \$1.00 per month applies to each late item.

Requesting New Books

- Members may request library acquisitions including equipment. Requests are submitted to the Librarian preferably via email. Print material requests will include the title, author, subject, and publication information (publisher, ISBN, publication date, etc.). At its next meeting, the Library Committee will consider requests for new acquisitions and provide recommendations to the Board.
- The Board of Directors approves all new acquisitions.

Library Committee

The Librarian chairs the Library Committee. A member of the board serves on the committee.