



LIBRARY POLICY & PROCEDURES

The purpose of this policy is to provide basic guidelines for giving members access to NGKG Library material.

We encourage the use of the Guild's library as an integral reference to add to their knitting skills. The library's books are housed at the current librarian's residence and/or the Guild's storage unit, and a selection of books will be available at the library table at each Guild meeting.

All items are available on a first-come, first-served basis. It is the member's responsibility to return borrowed items when they are due. As our library is still growing, please be considerate and return your books in a timely manner. Another member may want to borrow the book that you currently have.

The Librarian may be contacted via email at: ngkglibrarian@northgeorgiaknittingguild.com.

Borrowing

Only members in good standing may borrow from the Guild Library.

To borrow Library items, the member must provide proof of current membership and have no outstanding overdue materials, fees or fines. Prior to taking materials, the member must sign the attached Library loan slip with full name (no nicknames, please), preferred contact phone number, and current email address.

Circulation Period

Materials can be checked out for 1 month, or until the next meeting. If a member cannot make the next meeting, items can be returned with another member or mailed to the Librarian. The Librarian can be contacted by email or phone (see current Member Directory) about other arrangements to return items.

All items must be returned at the next meeting, and—if there is no waitlist—a member may renew item(s) one additional time.

Circulation Limit

Two (2) books or one (1) DVD or other item may be checked out by each member at one time. Currently borrowed material must be returned before new items can be checked out.



LIBRARY POLICY AND PROCEDURES (continued)

Overdue Materials

Outstanding overdue materials are defined as either short-term, long-term, or lost.

- a. 'Short-term overdue' is defined as any item 2 months overdue (i.e., out for 3 meetings). No charges are levied for this type of late return, but all borrowing privileges are suspended until all outstanding items are returned and/or paid for.
- b. 'Long-term overdue' is defined as any item more than 2 months overdue (i.e., out for MORE THAN 3 meetings). A Library fine of \$5.00 automatically accrues at this point, and another \$5.00 for EACH additional month or portion thereafter.
- c. 'Lost items' are defined as lost, misplaced, or otherwise unreturned when the NGKG Librarian retains the loan slip with the member's information, but the associated material is missing. Charge will be replacement cost** plus all accrued fines. We will do our best to keep the replacement costs low, but popular, rare or out-of-print items can increase in value.

****Replacement Cost Guidelines**

- i. 'Replacement Cost' will be defined as the complete cost of replacement including the item, related taxes, and shipping costs. The minimum replacement charge is \$5.00. For rare or expensive items, the Librarian will provide an estimate of the replacement cost at checkout.
- ii. If the Guild elects not to replace the item, then the minimum replacement cost applies plus all accrued late fees. Therefore, it is cheaper to notify the Librarian upon losing an item than to wait for late fines to accrue in addition to replacement costs.
- iii. Funds received from any fine will be used to replace missing items. If an exact replacement is not available and no reasonable substitute can be found, the funds will be redirected to the NGKG. A record of each transaction will be retained by the Librarian, and receipts will be given for monies received.