

VFA
Library Policies
(10/1/13)

- 1- All items acquired for the library must be accessioned into the library before being available to the membership.
- 2- All library material shall be housed in the library.
- 3- Library inventory may be borrowed September through March. Items may be requested prior to meeting dates. Guild members may pick up material at guild meetings or directly from the librarian between meetings and during summer months. Contact the librarian with requests.
- 4- Each April all library material on loan must be returned to the library.
- 5- After the annual inventory an announcement of availability shall be posted on the website and in the newsletter.
- 6- Loaned items are due within thirty days of check out.
- 7- Loan renewal for a successive month is allowed as long as no other request has been made.
- 8- If an item is overdue a reminder notice shall be sent to the borrower by email. If the individual has no email then a notice will be mailed. Any item that is renewed or is overdue for two months must be returned for general circulation.
- 9- The last borrower per library record will be held accountable for library inventory that is damaged, lost, destroyed or unreturned. If an item remains outstanding longer than three months said item is considered lost or missing. The borrower's library privileges will be suspended until such item[s] is/are returned or replaced. Replacement of library inventory is managed by the library committee.
- 10- Donations to the library are welcome and appreciated. The Library Committee shall determine the disposition of donations.
- 11- If a donor requests an acknowledgement note the guild secretary shall write one that omits a value amount. The note will not include any statement claiming non-profit status nor value estimate.