

Library Policies for the VFAG Library

The VFAG Library is available to all current members of the Valley Fiber Arts Guild. The membership year runs from May 1st through April 30th.

- All materials acquired for the library must be cataloged onto the online library system before being available for checkout.
- All library materials are housed in the library and are available for checkout at the general meetings.
- Library materials may be borrowed from September through April. Items may be requested prior to meeting dates using the online library request feature. Guild members may pick up material(s) at guild meetings.
- **All library materials that are currently on loan must be returned to the library by each May, before the guild goes on summer break.**
- Loan periods are for 30 days – including books, DVDs and magazines.
- Materials may be renewed for one consecutive month, if there are no other requests for that individual title.
- Overdue reminders will be sent via email by the librarian. If an individual has no email listed, then a notice shall be mailed. Any item that has been renewed once or is overdue for one month must be returned.
- Members are responsible for all materials checked out by them. Members will be held accountable for any library materials that are damaged, lost, destroyed or not returned. If an item remains outstanding longer than two 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. Bills for lost or damaged items will be sent via email or US Mail.
- Donations to the library are welcome and appreciated. The Librarian in consultation with subject experts within the guild will make the determination as to individual titles being added to the collection.
- If a donor wishes an acknowledgement note of the donation, 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.