LIBRARY COMMITTEE GUIDELINES

Committee Restrictions

Any reimbursement for personal travel mileage or expenses must be approved in advance by the Board of Directors. Any expenditure over $500 will need to be Board approved. All expenditures must be approved in writing by the Committee Chairperson before money is spent. This includes purchases with cash expenditures from petty cash. IF NOT APPROVED in writing beforehand, the member WILL NOT be reimbursed.

Committee Guidelines

1. Maintain the media room in a clean and orderly fashion. This includes magazines (no older than 1 year), books, DVDs, and puzzles which will be found in alternate shelving in the Activities storage area. Also shelved are current copies only of SKP Newsletters, catalogs, telephone directories, maps and travel information.

2. Duties will include labeling and reshelving of all books and DVD's, as well as maintenance of the cleanliness of the area.   Each member will be assigned an area of the library which he/she is responsible to keep tidy and dusted.

3. Supply reading material to the laundry room and dispose of outdated copies there.

4. Puzzles will be shelved in the storage area provided in the Activities area of the clubhouse. Only puzzles with ALL pieces present and with boxes that are in good condition will be shelved. The number of puzzles being shelved will be limited to space available.

5. Since this is an honor system facility, there will be no formal check-out/check-in procedure.

DONATIONS ARE ACCEPTED WITH THE FOLLOWING PROVISIONS:

1. Magazines must be no more than 1 year old.

2. Materials must be in good condition and not duplicates of things we already have. Duplicates will be donated to the Crossroads Mission.

3. Due to space limitations, we do not accept Hardcover books, Audio books, or books whose genre is not included in the posted list. Any hardcovers donated will be placed on the "Precious Treasures" shelves and donations accepted for them.

Committee Chairperson _____   Date _____

Board Approval _____   Date _____

Revised: Feb. 2023