

LIBRARY

A. The Library

1. NSQG shall maintain a library of quilt-related books and magazines for the exclusive use of its members in good standing, that is, members who have paid dues for the current year and who have no overdue books or fines outstanding.
2. New and replacement books, and magazine subscriptions, shall be chosen by the Library Chairperson and purchased with funds budgeted for this purpose by the NSQG Board.
3. A complete list (including title, author, category and list price) of all items in the Guild library shall be maintained by the Library Chairperson and a copy made available to members during regular library hours. In addition, an updated list is to be e-mailed to the Guild web master in October and April for posting on the Guild's website.
4. At the discretion of the Library Chairperson, out of date magazines and rarely circulated books may be offered for sale at monthly Guild meetings or at the library sale to be held annually during the June Guild meeting.
5. Donations of items to the NSQG library can be accepted, and as a 501(C)3 organization, such donations are tax deductible. When requested, the Library Chairperson will send a written acknowledgement, on Guild letterhead, to the donor. A copy of such acknowledgement letter is to be forwarded to the Guild Treasurer. At the discretion of the Library Chairperson, and subject to the guidelines outlined in the current Monetary Policies section H. "Donations of Goods and Money to the Guild", such donated items will be added to the library inventory or sold as per item A.4 above.

B. Borrowing Library Items

1. Proof of current membership (membership card or inclusion on most recent membership list) is required in order to borrow books or magazines. Annual memberships cannot be renewed until all overdue items have been returned and/or all fines paid.
2. A maximum of three (3) books or magazines may be borrowed at any one time, provided the member has no overdue books or fines outstanding.
3. Books and magazines may be borrowed at the Guild's monthly general meeting and kept for one month (30 days), and must be returned in person at the next general meeting, or delivered to the Library Chairperson in another manner on or before this date.

4. No library items may be borrowed at the June general meeting nor may any items remain outstanding during the summer months of July and August.

C. Overdue Library Items

1. Any library item not returned by the next general meeting (30 days) shall be considered overdue and the names of members with these overdue items will be published in the next Guild newsletter. The Library Chairperson will send a reminder to each member with overdue items, to be received by them prior to the next general meeting.
2. Members failing to return books or magazines for 2 consecutive monthly meetings (60 days) may be subject to suspension of library privileges.
3. Members failing to return books or magazines for 3 consecutive monthly meetings (90 days) may be subject to a fine equal to the list price of each overdue book and the cover price of each overdue magazine, as well as suspension of library privileges.
4. Members keeping books over the summer months are subject to the same conditions as in paragraphs C.2 and C.3 above.
5. At any time that a member is unable to return a library item because it has been lost, the member shall be charged the list price of each lost book and the cover price of each lost magazine. At the discretion of the Library Chairperson, lost books will be replaced with the exact title or a more current title, depending on the availability and lending history of the lost book.
6. All fines, and all fees for lost books, shall be due and payable upon receipt of an itemized bill prepared and sent by the Library Chairperson.
7. A notification will be sent in June to the Vice President: Membership with the names of any member having fines or fees still outstanding. (See item B.1 above)