

# Library Borrowing Procedures and Policies

1. **Members put items they are returning in the "Return Box" upon arrival for regular meetings.** For returns, member borrowing records are filled out by the Librarian, not by Members.
2. **The library case will be opened for browsing and new borrowing only after the meeting has concluded.** This is necessary to give the Librarian time to check-in and shelve returned items.
3. **Members must bring their items to the Librarian for check-out.** For borrowing, member borrowing records are filled out by the Librarian, not by Members.
4. **Member borrowing records are kept by the Librarian in a binder.** Members may request to see their borrowing record any time by approaching the Librarian.
5. **Members may borrow a maximum of 5 items in total, but no more than 2 items from the same periodical.**
6. **Members must bring back borrowed items to the next regular meeting.** i.e. approximately 1-month borrowing period from check-out.
7. **If a Member is unable to attend the next meeting, borrowed items must be returned at the following meeting.** i.e. approximately 2 months from check-out.
8. **If a Member has borrowed items, that Member is not permitted to check-out additional items until all previously borrowed items are returned.**
9. **Librarian will email Members...**
  - a reminder of which books they have borrowed that are due at the next meeting 1 week prior to the meeting,
  - with overdue items a reminder 1 week after the meeting when the items were due.

## **BORROWER TIP**

Always keep borrowed materials in a designated place at home.

This reduces the risk of items going missing.

I keep my borrowed items in a specific place on my bookshelf