

NEW ENGLAND LACE GROUP

LIBRARY POLICIES & PROCEDURES

- I. The New England Lace Group (NELG) Library consists of books, magazines, periodicals, videos, DVDs, lace materials, demonstration supplies and other items the Executive Board determines that will improve the member's experience.

 - II. Appointment of Librarian and Librarian Assistant(s)
 - a. NELG Bylaws – Article IV – Section 4 – remains the same except that the two year term should begin at the beginning of the fiscal year.
 - b. With approval of the Executive Board, Librarian Assistant(s) may be appointed to assist the Librarian.

 - III. Duties of the Librarian and Librarian Assistant(s)
 - a. Librarian
 - i. Be the custodian of the NELG Library;
 - ii. Maintain the NELG Library materials;
 - iii. Make the Library materials available to members;
 - iv. At least annually, in January, publish an updated list of Library materials to the Executive Board. Make list available for members and work with the Website Manager to update the website. The list will also be made available with the next published newsletter for those members who have no access to the website;
 - v. Annually, at the Annual Meeting, report the Library usage, number of materials borrowed, materials added and removed, expenses and reimbursements;
 - vi. Seek recommendations for acquisitions from the membership and present to Executive Board for approval;
 - vii. Make purchases as approved by the Executive Board;
 - viii. Report new acquisitions in the NELG newsletter, website and/or other communication method as appropriate;
 - ix. Report gifts donated to the Library to the Executive Board for donor acknowledgement; and
 - x. Collect materials back from members and report to the Executive Board those members that have not returned their materials within sixty (60) days.

 - b. Librarian Assistant
 - i. Assist the Librarian with the borrowing and receiving materials to and from members;
 - ii. Assist the Librarian with storing the Library materials;
 - iii. Seek recommendations for acquisitions; and
 - iv. Perform additional duties as requested by the Librarian and Executive Board.

 - IV. Borrowing
 - a. Any member in good standing, and who has been a member for at least three (3) months, may borrow materials from the Library. The materials may be borrowed for up to four weeks. Additional time may be granted upon communication with the Librarian as long as the item on loan has not been requested by another member.

 - b. Valuable materials, such as new or out of print items, may require a deposit before the materials may be borrowed. The amount of the deposit required will be indicated on the list and website. Deposits must be submitted, along with any shipping costs, before the materials will be lent.
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- c. A selection of Library materials is brought to the monthly NELG meetings and members attending those meetings may borrow and return materials at that time.
- d. The Librarian will be responsible for maintaining a sign-in/sign-out log to record which materials have been returned or borrowed. This log will contain the individual's name and contact information, name of item, dates of borrowing & returning, any deposit collected and returned and other information that is deemed appropriate.
- e. The Librarian will insert into each item being borrowed the following information:
 - i. The loan period;
 - ii. Return shipping label; and
 - iii. Detailed instructions on how to return the item.
- f. Members opting to have materials mailed to them, will do the following:
 - i. Contact the Librarian with the name of the material(s) they wish to borrow;
 - ii. Librarian may use USPS or any other carrier as appropriate in order to have the materials delivered safely; and
 - iii. Members will send the deposit, if required, to NELG. Checks will be made payable to NELG or the member may elect to pay at the website. Upon receipt of the deposit if required, the Librarian will ship the materials to the members.
- g. Members returning materials to NELG via a delivery service.
 - i. Members must return the Library materials in the same packaging back to NELG using the same type of postage, tracking and/or insurance; and
 - ii. Upon receiving the materials back and in good condition, the Librarian will have the Treasurer issue a refund for the deposit.
- h. Fines
 - i. If a member does not return the materials to the Library in a timely manner, a fine may be imposed as determined by the Executive Board from time to time. A member not returning materials may have their membership privileges suspended until their account is rectified.

V. Budget

- a. Budget – the Library's budget is included in the overall NELG budget and approved according to the current procedures.
 - i. The budget will include costs for acquisition of new materials, mailing supplies, software for the website, postage and insurance and other customary expenses as approved.
 - ii. Any funds received from selling materials may be earmarked for additional acquisitions.
- b. Approval for Acquisitions – Recommendations for additions to the Library may be made by any member at any time during the fiscal year. Librarian will communicate the recommendations to the Executive Board and the Executive Board will approve or deny the acquisition(s).

VI. Insurance

- a. Librarian will cause to have the Library insured according to guidelines determined by the Executive Board.

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VII. Deletions from Library

- a. Selling old materials – Based on circulation, the Librarian will review the materials in the Library for those items that are considered no longer important to the collection. A list of those items will be submitted by February of each year to the Executive Board for consideration. Once a decision is made, the Librarian will report to the Newsletter Editor and Website manager for publication, those books to be deleted and that are now ‘for sale’. Materials ‘for sale’ are on a first-come, first-serve basis. Any materials not sold by the end of May each year may be used for other fund raising purposes as the Executive Board deems appropriate.

VIII. Donations of materials to NELG Library

- a. Gifts of materials
 - i. NELG accepts donations of books, periodicals, magazines, audio-visual materials and lace related materials. Such donations will be judged on the same basis as materials being considered for purchase. Retention and/or utilization of donated materials are at the discretion of the Executive Board. Materials not considered appropriate for the NELG library may be sold and any proceeds will be used as determined by the Executive Board.
- b. Gifts of money
 - i. NELG is pleased to receive monetary donations which will be used to further the purposes of the Library. Specific desires of donors will be honored to the maximum extent possible to carry out those purposes, and all donations will be acknowledged.
 - ii. In the case of memorial or honorary gifts, the donor should provide information about the family of the person memorialized, or the honoree, so they will be notified. All materials purchased with memorial or honorary gifts will contain a gift plate listing names of the donor and person honored.