

Williamsburg Spinners & Weavers Guild Library Policy

The Guild maintains a collection of books, periodicals and DVDs for the use of Guild members. An updated listing of the holdings is available on the Guild's website at <http://williamsburgspinweave.org>.

The collection is housed with the Guild Librarian. It is the Librarian's responsibility to maintain the collection in good order, to update the holdings list as needed, and to keep track of check-outs and check-ins by a method of his/her choosing.

New items can be purchased with Guild funds by a majority vote of the membership at a monthly meeting. Gifts can be accepted at the discretion of the Librarian. Items can be discarded with the agreement of the Executive Board.

Library Circulation Rules:

- Materials are available for checkout to current members in good standing.
- Materials are checked out by contacting the Librarian, making a request, and arranging pickup with the Librarian.
- Materials may be kept out for one month, with the possibility of a one month renewal by arrangement with the Librarian.
- Members may check out up to 3 items at a time.
- If an item is overdue by 3 months, the Librarian will send a bill for replacement of the item.

Adopted March, 2015