

Manasota Weavers Guild Library Policy

The guild library is currently kept at the studio of Barb Cabral, 417 6th Avenue West in Palmetto, and it is administered by the librarian, Susan Ott. Members may call her at [941-920-5349](tel:941-920-5349) or email her at librarian@manasotaweaversguild.org for an appointment to visit the library or to request books to be delivered to guild meetings or mailed. The library catalog is currently available online at: <https://www.librarything.com/catalog/MWGuild/yourlibrary>.

Library books may be borrowed for one month, then renewed for one month. The borrower must call or email the librarian to renew a book. There is no fee for either the first month or the renewal month. If a book is not returned at the end of the rental period, there will be a charge of \$1.00 per month until the book is returned. An exception to this will be that books taken out in May can be returned in September with no late fees. If the book is not returned within six (6) months, the librarian will:

- A. Notify the president to contact the member and request the book be returned.
- B. Notify the treasurer of the cost of a replacement and the treasurer will send a letter requesting that the book be returned and the \$6.00 charge be paid, or the guild reimbursed for the cost of a replacement book.

The librarian will have the discretion to remove rare or valuable books from circulation. All books can be accessed on the library premises.

The librarian will make recommendations to the board regarding purchases for the library, and the board will be responsible for authorizing expenditures. Any member may make recommendations to the librarian regarding book purchases.