

## Rules for use of the library:

- Anyone who has any material to be returned, give it to Rick Johnson. It needs to be added to inventory and labeled.
- To borrow, you must have your current membership dues paid.
- If you want to check something out please go to Rick Johnson or whoever is acting as the librarian that day.
- The borrowing period will now be 1 month and you can only have two titles out at a time. Depending on demand we might be able to extend an additional month. The reasoning behind this change is that we anticipate adding new material. With the size of our club new titles would take too long to be available to everyone. Even with a month window only twelve members could view an item in a year's period.
- The way in which the library functions has changed. Every item number is sequential and indicates where the item is located and returned. If an item is not available a red tipped hardboard insert will be put into the borrowed items location with a card pocket and the borrower's information. In the future, this may also be a method for members to request to be next in line.
- We are also changing how we identify the borrower by using a membership ID number instead of writing out the email address and phone number. There just isn't enough room on those cards to write accurately. A list of current members and ID numbers will be kept with the library and updated monthly. We will now only record the members name, ID number and date out. Everyone who uses the library must have an email and telephone on file with us.