

## VAQG Library Standards and Guidelines

(Approved by VAQG Board 03Dec2020)

1. A membership card must be produced in order to check out a book.
  - a. If membership card is not available, membership must be verified with membership chair.
    - i. Membership chair has volunteered to provide a print-out of all current members prior to the meeting at the VCC.
2. The check-out card must have the following information:
  - a. For Borrower: Printed name; 10-digit phone number; email address; check out date including MM/YYYY.
  - b. Check out card must have full name of book and author.
  - c. Create 'SAMPLE' library card with information correctly shown as a guide.
3. The Card File with the checked-out books must be maintained by the Librarian/Assistant Librarian.
  - a. The Card File shall be reviewed yearly to ensure information accuracy and at transition to new Librarian/Assistant Librarian.
4. The length of check-out time is as follows:
  - a. Checked out at a meeting – returned at the next meeting.
  - b. Book may be renewed for check-out if no other member name is on a wait list for that book.
    - i. For book renewal, Book must be returned and checked out again.
    - ii. If the book is not returned for renewal, it will be considered overdue and subject to fine schedule.
  - c. If book is returned after due date, the following fines(s) will occur:
    - i. \$0.50 for first month; \$1.00 each month thereafter.
      1. Library fines shall be used toward the purchase of additional books.
    - ii. No new books may be borrowed until all overdue books are returned and all overdue fines are paid.
    - iii. Treasurer will provide a 'petty cash' envelope at each Guild meeting for collection of any overdue fines.
5. A Member may borrow up to two (2) books at one time.
  - a. Each book that is checked out shall be recorded in the master inventory.
  - b. No new books may be borrowed until previously checked out books are returned.
  - c. A member may contact the Librarian/Assistant Librarian to reserve a book to checkout at the next meeting.
6. The Librarian will provide a reminder for each overdue book to the borrower.
  - a. Overdue books must be noted on the EXCEL spreadsheet.
  - b. Overdue book borrowers will receive a return reminder each month their checked-out book is overdue.
  - c. Each reminder will provide the cumulative library fine total.
7. Book check-out availability:
  - a. Book check out is during guild year from September through March ONLY.
    - i. No books will be available for check-out, but books may be returned at the last meeting of each year (which is generally held in April).
    - ii. If a book needs to be returned in the summer months, it is subject to fines. It may be dropped off at Deborah's Quilt Basket or Crazy Quilters, both located in Venice.
      1. No fines shall be collected by these quilt shops
      2. Members will be contacted by Librarian/Assistant Librarian for payment of overdue fees.

- iii. Librarian or Assistant Librarian shall pick up any returned books once notified by the quilt shops.
8. If the Guild Librarian is not available to provide library services:
  - a. Assistant Librarian position added.
  - b. Stagger the positions so that there is experience overlap.
    - i. i.e., Librarian appointed in Odd years, Assistant Librarian in Even years.
9. The Librarian or Assistant Librarian should have experience with/capabilities using EXCEL.
  - a. At a minimum either the Librarian or the Assistant should have EXCEL experience; both having EXCEL knowledge is preferable.
10. An EXCEL file will be maintained of the complete library.
  - a. Any new books must be added to the spreadsheet.
  - b. Any books no longer being used must be removed from the spreadsheet.
    - i. Book removal subject to Library Committee approval (ref #14 below).
  - c. Book lists shall be posted on the Guild web page by Title, by Author, and by Type.
11. Any new book added to the library must have a library card created and an envelope glued to the inside cover.
  - a. A sticker shall be added to each book spine identifying it as VAQG property. (Sticker color to be other than white – blue or yellow?)
  - b. Each book must be stamped with the VAQG identifier stamp in the inside cover or on the first inside page.
12. The library shall maintain one copy of each book or media in its inventory.
  - a. If a duplicate title is donated to the library, it shall be donated to the Books/Magazines booth for the next quilt show.
13. Transition of Librarian/Assistant Duties:
  - a. Review Standards and Guidelines with new Librarian or Assistant Librarian.
  - b. Review procedures for book checkout using the card file system.
  - c. Review any overdue books and their status.
  - d. Perform yearly library inventory review (3a).
14. What to do if/when number of books and exceeds storage space allotted at VCC?
  - a. Form a committee to review the books/frequency of usage to determine if book or media should be culled from inventory.
    - i. Some criteria for removal may be: Books not borrowed or less frequently borrowed; old publication date (be aware that an old publication date might not be indicative of outdated technique); outdated technique.
  - b. Donate any unwanted library books to the Quilt Show Book/Magazine booth.
15. What to do if no physical meetings take place?
  - a. Determination to be made by Library Committee if an alternate location is required.
  - b. Determination to be made by Library Committee for day and time of any alternate location.
  - c. Safety protocols to be implemented to ensure health and safety of all VAQG members.

Committee approved Revision history: 09March2021-Items 1a & 1ai added; Items 5a & 5c added. 14July2021: Item 4cii revised.