

## **LETHBRIDGE CENTENNIAL QUILTERS' GUILD LIBRARY RULES**

1. Only current paid members of the Guild may borrow from this library.
2. You may not sign out a book with your name and relend it to anyone. No exceptions.
3. If an item in this cupboard does not have a pocket and card, it cannot be borrowed. Donated items need to be given to a library committee member.
4. Each member is trusted to return materials when due.
5. New Books, Magazines, & videos, etc.                      Lending Period – 1 month  
Year is found on the card
6. Materials from last year and older                      Lending Period – 2 months
7. Summer Rental    Lending Period – 3 months (June to Sept Meeting)
8. **Maximum to be borrowed at one time    2 books & 4 shelved magazines – returned before others are borrowed.**
9. Library inventory takes place early in May. All books, magazines & videos and magazine portfolios need to be returned to the library by the **April** meeting date.

**New location of the Library cupboard** – in the small kitchen at the south end of the small gym @LSCO.

### **To borrow or return books between meetings:**

- Library is available during LSCO hours.
- Each cupboard has it's own key. Key One and Key Two.
- The keys are available to members. Key are kept in a LCQ sign-out binder at the east reception desk @ LSCO Using the Library under these circumstances requires that you sign out the key with signature and date, and personally Lock the Cupboards and Return the Keys to the office.
- Remember to sign borrowers card with date and your signature and leave in box in cupboard. When books are returned to library, please find the card, write in return date and return card to book and return book to library shelf in author alphabetical order.

This cupboard is only for the use of the library and guild archives. Storage for other committees is minimal at this time. Due to shortage of storage space, committees must shuttle items needed for each meeting.

Members are asked to refrain from putting mugs, papers, personal belongings, etc. on these shelves. Access to materials must be free for library staff coming to do work and members using library.

\*\*Exception – Box of name tags is allowed.