

Policy of
Greenville Woodworkers Guild, Inc.

Title:	Publication, Software, Video Tape and Tool Library	Policy No.: 6 Revision: 3 Date Adopted: Jul 16, 2012 Resolution: 2012-30 Date Effective: Sep 1, 2012
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Statement of Policy:

Greenville Woodworkers Guild, Inc. (the "Guild") will maintain a library of woodworking related resource material that is helpful to its members and shall make such material available to its members in a convenient and low cost manner.

Reason for Policy:

Provision of woodworking resource material to its members furthers the educational objectives of the Guild

Policy Requirements:

The Board of Directors shall establish the position of Librarian within the operational structure of the Guild. The Librarian shall be responsible for maintaining the library and making acquisitions of additional materials. The Librarian will purchase, reimburse, compensate and accept as gifts, books, magazines, other printed matter, computer software, video tapes, tools, plans/drawings and any other material that supports the purposes of the Guild and that is useful to the members of the Guild. All acquisitions shall be within approved budgetary limits.

Library materials may be loaned to Guild members for time periods and fees established by the Librarian.

All library resources are loaned to members with the understanding that the items shall be returned in good condition within the allotted loan period. Members will be assessed a fee equal to the replacement cost of any item overdue for return and not located within three months of the due date of the return.

All Library materials shall be housed at the Greenville Woodworkers Guild Education Center.

The Librarian is authorized to dispose of excess materials in whatever fashion that he/she deems is in the best interests of the Guild and its members.