



Feather Princesses 2018-19

Library Policy

1. Feather Princesses library materials are exclusively available to all current members of our Guild and they are not to be loaned or taken to or by persons who are not Guild members.
2. Books in general circulation are free of charge; but we ask that they be returned at the next month's meeting. If more time is needed, request for an extension is allowed. If no other member is waiting for the item, we will re-mark the card with the revised return date.
3. Each Princess may check out patterns or books (containing patterns and/or CD/DVD) only upon depositing a check (in the amount of the value of the item) with our *Treasurer*. We will return the check intact, upon return of the item. If the materials are not returned, the check will be forfeited and the item will be re-purchased. These special items are marked with a red circle on the front, to make them easier to spot them when you are browsing.
4. A Feather Princesses member may check out only one recently published item per month—books, DVDs, or patterns published between 2017-2019. These materials are due the following month at our Feather Princesses guild meeting.
5. Our entire library is sorted into bins and our wonderfully generous *Library Volunteers* store these books and patterns in their homes. If you want to request a particular item, please let the *Librarian* know and she will contact the appropriate volunteer. The volunteer who has the item will bring it to the next meeting for check out.
6. The *Librarian* will be responsible for recording the due date and member info. Because there may be times when more than one Princess would like the same book, please do not share on your own. There will be a wait list and the item will be checked and re-checked in and out as per policy.
7. Feather Princesses members who do not return library materials will forfeit their library privileges and will not be allowed to check out additional library materials, until the previous materials are returned.
8. Our library is a special gift to our Guild members. We thank all of our members who have graciously donated books and patterns to us. As always, any suggestions or comments are welcome. Thank you all for keeping these resources available.