

## **Library – Borrow a Book**

There are multiple ways to borrow a book from the guild library.

- 1 - In person at a meetings
- 2 - Pre-order for pick-up at a meeting
- 3 - Remote pick-up and drop off

### **1 - In person at a meetings**

#### **To borrow an item**

At a meeting visit the library table and select the book(s) you would like to borrow. Take the card from the book pocket. The book will be due to be returned at the next meeting. Print the due date on the card. This due date will be the next regular guild meeting. Add name and phone number. Present the completed card(s) to the librarian. Books are due before the start of the next meeting. Renewals of one month are at the discretion of the librarian. No renewals will be given for new books.

#### **Renewal requests**

A reminder EMAIL will be sent to all borrowers one week prior to the next meeting. To request a renewal reply to the reminder EMAIL or send a separate EMAIL requesting a renewal. The librarian will advise you if the renewal is acceptable.

#### **To return an item**

Return borrowed items at the start of the meeting to the Returns box on the Library table.

#### **Penalties**

Overdue fines are \$1 per month per item. Members with overdue books will be emailed, then telephoned, if outstanding for more than one month. All books must be returned or replaced by the end of the year (June meeting). Damaged or lost books are the responsibility of the borrower who will be charged a replacement fee equal to the cost of purchasing and shipping the book.

### **2 - Pre-order for pick-up at a meeting**

#### **To reserve an item**

Reservations may be made by email to the [Library Coordinator](#) . To borrow a book at the next meeting send a reservation request to the librarian a minimum of 4 days prior to the meeting. A convenient link in the catalogue automatically generates the EMAIL for you to send to the library coordinator.

### **3 - Remote pick-up and drop off**

The library provides a pick up and drop off service for you. The service will be contact-less and there is lots of private parking.

#### **Self Service Option**

The guild library catalogue is available on the web site <http://ottawavalleyquiltersguild.org/Library> to browse at your convenience and to request books. If you request a book from the catalogue it will be available for pick-up the next day at the librarian's house. You will receive a confirmation EMAIL with directions and instructions for pick-up. Books will be due to be returned 4 weeks after the pick-up date. A reminder EMAIL will be sent before the next guild meeting.

### **Ask the Librarian**

If you would prefer to consult with the librarian to find a book just send an email to [library@ottawavalleyquiltersguild.org](mailto:library@ottawavalleyquiltersguild.org) with your phone number and any details you have about the type of book you are looking for. The librarian will call you to discuss your selection possibilities. You will receive a confirmation email to confirm the date and time of the phone call. The librarian will be able to search the library catalogue, make suggestions, send an EMAIL with details of the proposed book(s), reserve your request and arrange for you to pick up the book(s).

### **Contact-less Returns**

The return process will be simple. Just drop your book off in the mailbox on the librarian's porch.

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