

## Illinois Prairie Weavers

### Library Guidelines

Illinois Prairie Weavers (“the Guild”) owns an extensive collection of books, magazines, pamphlets and other written materials (“Books”) as a resource library for Guild members (“Library”). This collection is very valuable to the members of the Guild for education and research. Many of the Books are out of print, irreplaceable or one-of-a-kind.

All resources of the Library may be borrowed free of charge or deposit, subject to the guidelines which follow. Unless specifically otherwise authorized by the Librarian:

- ~ Only members may borrow Books.
- ~ Books may not be removed from the State of Illinois.
- ~ Books are borrowed on a “first come, first served” basis, with a waiting list as needed.
- ~ A Book is borrowed initially for a period of one month. If no other Guild member has requested to borrow that Book, then the loan is renewable for another month, **provided that** the borrower communicates directly and personally with the Librarian about the renewal. Following these same rules, the Book may be renewed one more time, for a maximum uninterrupted lending period of three months.
- ~ A late fee of \$1.00 will be charged for each month that the Book is retained by the borrower without properly renewing the Book with the Librarian, with the fee increasing to \$5.00 for each month after two months.
- ~ The borrowing member is responsible for (1) the good care and maintenance of the Book while in possession of it; (2) the safe return of the Book to the Librarian, and (3) any damage or loss, up to and including the cost of replacing the Book.
- ~ Please contact the Librarian as soon as you are aware of any damage or problem with any Book.
- ~ The current Librarian is Maxine M.