

## **NEW LIBRARY PROCEDURES**

There have been changes in our library's location since our September 2011 Guild meeting. The Capital Calligraphers Library is now housed at Bill Smith's home studio until we can find a new Meeting place where our collection of over 230 items can also be securely stored between meetings. We are very grateful to Bill for not only securely storing our library, but shelving it on open shelving where members can make prior arrangements with Bill to peruse and check-out items at his studio. Thank you, Bill!

Sylvia will still be the contact person for questions and renewals.

Ph: 503-399-8374 Email: [librarian@capitalcalligraphers.org](mailto:librarian@capitalcalligraphers.org)

## **WAYS TO ACCESS LIBRARY COLLECTION**

1. Check Capital Calligraphers website at [www.capitalcalligraphers.org](http://www.capitalcalligraphers.org) and click on LIBRARY. The titles are listed alphabetically under the headings: BOOKS, CDs, DVDs, MAGAZINES & PERIODICALS, and VIDEOS.
2. Now, members can physically peruse the library collection at Bill's after making prior arrangements with Bill to schedule time and day via email: [jb30y@hotmail.com](mailto:jb30y@hotmail.com) (emailing is always best) or phoning: 503-269-6758
3. You can also email Bill to request a library item from the website list. He will reply to your request and bring it to the next Guild Meeting.
4. Bill has also volunteered to bring a selection of Library Materials to each Guild Meeting for check-out. (when possible)

## **PROCEDURES FOR CHECKING OUT LIBRARY ITEMS**

1. Find the card at the back of library item.
2. Sign and date the DUE DATE for the MONTH/YEAR of our next Guild Meeting. Give card to Bill or Sylvia at the Guild Meeting.

## **PROCEDURES FOR RETURNING OR RENEWING LIBRARY ITEMS**

1. Return your checked out item to the RETURN BOX or Sylvia at the Guild Meeting when it is due.
2. Call or email Sylvia to renew library items for one month at a time as long as another member has not requested it. (limit of 3 months total)  
See phone number and email address above.

## **PROCEDURES FOR OVERDUE LIBRARY ITEMS**

1. Items are overdue if kept out (or not renewed) past the Due Date.
2. All items must be returned no later than 3 months\* past the original Due Date. If a library item is lost, mislaid, or overdue, the member who has it checked out may replace it or will be billed for the replacement value.  
\*these months refer to the active meeting months of Sept. - June.