

BLACK HILLS QUILTERS LIBRARY – PROCEDURES 01/13/09

1. The Library is currently kept in a cabinet in the meeting room at Faith Lutheran Church, 17 Indiana Street in Rapid City. The hours that it will be available are 8:00 AM to 3:00 PM, Monday, Tuesday and Wednesday, Sunday 8:00 AM to 11:30 AM and at the evening Guild meetings.
2. The library will be open and available for the enjoyment of the people that meet on Tuesday mornings.
3. You must have a valid membership card that is signed and dated by the Membership Chairperson.
4. Letters will be sent out to remind you of seriously overdue books. If you are repeatedly late on the return of books, your library card will be made invalid.
5. If you lose a library book, the fine will be three times the cost of the book.
6. The Library Committee will inventory the library on a regular basis.

LIBRARY CHECKOUT PROCEDURES

- 1.** The books are alphabetized by name of the author and each has been assigned a number. **Please return them to the shelf in their proper order.**
2. You may check out up to 6 books or items at any time. For example if you bring back 3 items, you may check out 3 more.
- 3.** Sign and date the white card inside the book and ***put in the file box in the proper numerical order. Date the colored card and leave it in your book to remind you when the book is due at the library.***
4. Sign and date the library log in the notebook.
5. All books and equipment may be checked out for one full month.
6. If there is a book you would like, but is signed out, put your name on the "Request Sheet" inside the cabinet.
7. If you want to keep the book you have for longer than a month, you can renew it. If there is not a prior request, you may check the book out again by updating the card in the file box.
8. Remember to update the card, so that the book is not overdue.

LIBRARY RETURN PROCEDURES

1. Take the proper cards out of the file and insert in the books.
- 2. Put the books back in the cupboard in their proper order.**