



Library Procedures

Librarian: Ruth Heslin

(contact her with any questions, contact info is on the Membership List)

Finding Books

- The books are stored on a cart at the [church](#) where the guild has their monthly meetings. The books are shelved *alphabetically by Author*.
- There is a binder on the cart that lists the books sorted by author and title.
- On the [guild's website](#) there are Library Catalogs in the PDF format that are sorted three different ways for your convenience.
 - To search a PDF, use the “find” feature by clicking the magnifying glass icon or press the Ctrl+f key on your keyboard.
 - Note the author of your desired book so at the meeting you can find the book on the Library Cart.
- **Important:** If you look at a book from the library cart and can't find where it lives on the cart, please just leave it on the “Returned Book” shelf and the Librarian will reshelve it.

Borrowing Books

When borrowing a book, please include *all* this information:

- **Your name** and **date borrowed** is especially important.
- The **library index number** (2-3 digit # located on the front cover or back page label of every book) on the sign out sheet. The library number is important because it is unique to each book and in case title or author is unclear, it helps us locate the correct book.

Waiting List

If you would like to borrow a book that is currently out, contact the Librarian by phone or email at least one (1) week before the next meeting is scheduled.

Returning Books

Please mark down date returned on the sign out sheet and leave book on lower shelf of cart in “Book Return” section for the Librarian to reshelve or in “Hold” section if you have been told someone is waiting for it.

Borrowing Period

- Books may be borrowed for a period of one (1) month or until the next meeting if a meeting is canceled or skipped.
- A book may be kept for one (1) additional month if no one is waiting to borrow it. This may be determined by contacting Librarian by phone or email a day or two prior to the meeting.
- Our library works on the honor system and we would ask that everyone be mindful of other members and return books in a timely manner so others can make use of them.