

### SELECTION CRITERIA FOR PURCHASED MATERIALS

Materials are to be selected in accordance with one or more of the following criteria:

- Contemporary significance or permanent value.
- Scope and authority of the subject matter.
- Reputation or authority of the author or editor.
- Relationship to the existing collection.
- Price and availability.

### CRITERIA FOR COLLECTION MAINTENANCE

The librarian will be responsible for reviewing the library collection for the purposes of weeding or repairing materials. Materials no longer useful to the library's collection will be offered for sale at a regular meeting, donated for sale through the Quilt Show boutique or discarded as having no value.

The following general criteria will be used to select items for removal:

- Material more than 15 years old with little or no permanent value (not considered a classic).
- Rarely used or duplicate titles.
- Materials worn beyond reasonable mending or repair.
- Material superseded by a new edition or a title covering newer techniques.
- Trivial material of little or no permanent value.
- Damaged items (Missing or badly torn pages.)

### GIFTS AND DONATIONS

- The library welcomes donations that improve the collection with the understanding that donated material becomes the sole property of the library which makes the final decision on the disposition of the donation.
- The decision to include a donated book in the library collection shall be made by the librarian. The librarian will be guided by both the criteria used to purchase an item as well as the criteria used to maintain the collection.

## LIBRARY CIRCULATION PROCEDURE

### PURPOSE

The purpose of this policy is to guide the librarian in assuring equitable use of the library by all Guild members.

### RESPONSIBILITY

The Librarian will establish, with input from the board, the library circulation procedure.

### BORROWER'S RESPONSIBILITY

By signing the check-out card borrowers accept the responsibility for any use of Guild library materials and agree to abide by library procedures and loan schedule. Borrowers must pay for lost or damaged materials or any other fees incurred. Materials may be checked out to every current Guild member subject to the limitations of the Circulation Policy.

Loan Period	3 months or until the November meeting. All items must be returned or renewed in November.
Number of Items	6 total
Renewals	One
Renewal Time	3 months or until the November meeting. All items must be returned or renewed in November.
Fines per month	No monetary fine, but members with overdue items may not check out additional items.
Lost item	Item is considered lost if not returned 7 months from initial check-out or in November.
Lost item charge	Replacement cost as listed for new item by Amazon or another vendor

## OVERDUE MATERIALS

- The Library may, but is not required to send the member a notification of overdue materials.
- The Library revokes borrowing privileges when a borrow has overdue items or unpaid replacement charges.
- Librarian may “forgive” replacement cost for “claims returned” items at her discretion.
- Borrowing privileges are promptly restored when materials are returned, found, or paid for and accounts are settled.
- Members may not renew a book that is “Lost”.

## LOST MATERIALS

- Items that have been checked out for 7 months or more are considered “Lost”.
- At that time, the replacement price of the item is posted to the member’s record and forwarded to the Membership Chair.
- Once an item posts as lost to the member’s record the librarian will adjust all lists to reflect the change in the status of the item.
- The Library revokes a member’s borrowing privileges when a lost item is posted to that member’s record.
- Borrowing privileges are promptly restored when materials are paid for and accounts are settled.
- If the member later finds the item after paying for it, the item becomes the property of the member.

## HANDLING FUNDS

- The member pays all library charges at the library table.
- The Librarian deposits all funds with Guild Treasurer for posting as a credit to the Library Committee budget.
- The Librarian informs the Membership Chair of the change in the member’s status.
- There are no refunds.

## N. Newsletter Editor

Gathers and Assembles the written component. Does not create content.

### INFORMATION DEVELOPMENT

1. Establish and communicate a deadline for the receipt of articles
2. Seek and receive articles, photos and information from Guild officers, committee heads, and lay members regarding Guild endeavors and quilting-related items of potential interest to the Guild.
3. Seek other quilting-related information that would be highly pertinent to Guild members, e.g.: – Quilt Shows
4. Seek info from other quilt Guilds
5. Seek special offers by local quilt shops and send Thank you notes to appropriate persons or entities
6. Weed out inappropriate items, if any, and tactfully notify related contributors as appropriate. – Inappropriate items include political advertisements and religious articles
7. Apply editing as needed to article so as to include new or omitted information or to correct any obvious grammatical problems or misspelled names.
8. Organize the articles in a single file format within 2 or 3 days after the deadline, or right after the Board meeting, whichever is later.

## O. Newsletter Publisher

Creates the Graphical Component

### DEVELOP AND PUBLISH THE FINAL FORM

1. Design an overall format for the newsletter that represents the Guild well and presents the material in an easily accessible way. The design should be in keeping with the “brand” established for the Guild.
2. Receive “copy” from editor and seek art that will relate to the various articles (use art as needed to facilitate the layout).
3. “Layout” the articles in a way that will:
  - a. be visually pleasing,
  - b. utilize an economy of space (in terms of paper) and
  - c. utilize an economy of file space (in terms of the electronic aspect) so members won’t have difficulty downloading it).
4. After the layout is complete, convert the file into a PDF format.
5. Maintain the original copy for a minimum of 60 days
6. E-mail the PDF file to the webmaster within 3 or 4 days after receiving the copy if possible.
7. The newsletter should be available to the members at least a week-to-ten-days before Guild meeting (earlier if possible).
8. The newsletter distribution is electronic. It’s published to the web site and an e-mail goes out to the membership to notify them that it’s available.