

## **Magic Valley Gem Club Library Materials check out procedures and agreement**

The Magic Valley Gem Club maintains MEMBERS ONLY Loaners Library consisting of Purchased and donated Books, Tapes, VCRS, DVD S, CDS and ROCK and Gem related pamphlets and Magazines.

The Magic Valley Gem Club will gladly accept any ROCK, Mineral, Gem or related materials including the above listed items. We will also accept display materials on behalf of the Club to be used at Shows, Schools demonstrations, and other public exhibitions.

Members may CHECKOUT an item for 30 days or monthly meeting to Monthly meeting.

Any lost materials are to be replaced with good quality replacements or pay for the cost of the Club Librarian to replace missing items. Fees may be charged if material is returned late.

(Copy righted material may not be copied or duplicated).

A list of Club Library materials will be published on the Magic Valley Gem Club web site.

A written list will be made available at all meetings by the Librarian. (ASK FOR YOUR PERSONAL COPY)

The Club Librarian will update lists monthly as donated or purchased items are added.

Club Librarian will bring materials of interest to each meeting to encourage use of the Library.

Club Librarian will handle all transactions concerning Club Library materials.

Present Club Librarian is Barbrah Livingston, phone number 731-1942.

Methods and means to check out of materials:

Contact Librarian: Barbrah Livingston at 731-1942 and ask her to bring wanted items to the next meeting or make arrangements to pick items up earlier from her. Checked out items can be returned at any meeting by giving them to Librarian (BEST IDEA) or if librarian is absent then to the Club, Vice President..

You are responsible to insure that you check out for materials and that you check in materials. In cases where materials are checked in via the vice president – get a written receipt.

Check of materials must include the following minimum information.

Materials Title, date published, author, Club identification, your full name, address, and phone number printed clearly. Your signature and the date you picked up or returned the Library items.

The Magic Valley Gem Club library check out cards will be similar to that used by school libraries.

Thank you for using our Library and happy and exciting learning.

Barbrah Livingston, Club Librarian 731-1942