

New Library Policy

Our lending library has come of age. As with other libraries, including the Rockford Public Library, **The Fran Lowman Memorial Lending Library** finds it necessary to institute a policy of assessing a fine for overdue books as a way to encourage borrowers to return their books in a timely fashion and within the allotted time frame.

Books may be borrowed for a period of 1 month, generally speaking from one monthly meeting to the next. Since there is no meeting in December nor is the library brought to the Evening Social in July, there are two periods during the year when books checked out may be kept for 2 months without penalty...November to the January meeting and June to the August meeting. Therefore, with the exception of November and June, all books checked out at the monthly meeting must be returned by the next meeting. If something unexpected comes up and you are unable to attend that meeting you may return the book(s) to me at my home before-hand. If that is not possible you will be given a one week extension in which to return the book to me at my home (or any other board member's home, if they live closer to you). After that one week grace period, fines will be assessed at the rate of \$1.00/book/week. In addition, lost or damaged books will generate a replacement cost per book plus \$10.00 handling and processing fee. To return a book to my or another board member's home please call first to assure someone is home. Do not leave a book unattended. You are responsible for the book until it is received back into the collection by the Lending Library Coordinator or another board member.

Since books may be returned to the library in the weeks between meetings, they may also be checked out between meetings. Contact me by phone or E-mail to arrange to view the collection and check out the books you wish to read. These books must be returned at the *next monthly meeting* no matter how soon that is but may be renewed.

To be renewed books must be returned at the next monthly meeting. If, by the end of the meeting, no one has checked them out they may be renewed by the original reader. Overdue books may not be renewed.

This new policy will take effect as of **August 16, 2012**, and will be applied to all books checked out on that date or later. This is actually a positive move. Our library is a valuable membership benefit and resource which must be made available in its entirety to all members. Following the guidelines of the Rockford Public Library and striving to provide access to the full library collection by the greatest possible number of members, we expect this new policy will improve accessibility to our large assortment of resource books.

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