

**GUIDELINES AND POLICIES  
PRESCOTT AREA WOODTURNERS**

**Policy 7 – Library Loan Policy**

**Section 1.** PAW owns a set of woodturning-related books, videos, and reference materials that are available for loan to PAW members. This policy establishes the process and responsibilities for the loan of these materials.

**Section 2. Loan Procedure**

The PAW Librarian will have the available library materials at every General Meeting for members to review.

2.1. Check out

2.1.1 Members may select up to 3 items to borrow from the library.

2.1.2 The member shall print their name and the date the item was checked out on the library card attached to each item.

2.1.3 Give each completed library card to the Librarian.

2.1.4 Each member is responsible for returning the items in good condition by the end of the loan period.

2.2. Return

2.2.1 Give the item to the Librarian.

2.2.2 The Librarian will write the return date on the library card, place the card in the returned item card sleeve, and return the item to the library for checkout by others.

2.2.3 If the item is damaged, the Librarian will note the extent of damage and determine if the item can be repaired or must be replaced.

**Section 3. Loan Period**

3.1 Each item shall be returned to the library at the next General Meeting, usually a one-month loan period.

3.2 A member may request that the Librarian extend the loan period until the following General Meeting, a one-month extension.

3.3 The Librarian may grant longer extensions if the need is valid.

3.4 If the item has not been returned by the end of 3 months, and a longer extension has not been granted, the member shall be considered delinquent.

3.5 The Librarian shall notify the Board of Directors of all delinquent members for subsequent action by the Board.

**Section 4. Penalties**

4.1 If an item is lost, stolen, or damaged beyond repair the member must replace the item or pay the PAW Treasurer an amount, determined by the Librarian, for PAW to purchase a replacement item.

4.2 If an item is not returned after a 3-month loan period and has not been granted an extension by the Librarian the item will be considered to be lost and the member must replace or pay the PAW Treasurer for replacement of the item.

4.3 If an item is lost, stolen, or damaged beyond repair the member who checked out that item will not be allowed to check out any more items until the situation is resolved.

**Section 5. Penalty Enforcement**

The Board of Directors shall determine how a penalty will be enforced on a case-by-case basis and shall notify the delinquent member.

*Board Approved April 24, 2021*