

 <p><b>Policies and Procedures</b></p>	<b>Number: 6</b>
	<b>Name:</b> Library
	<b>Developed by:</b> Training Committee
	<b>Approved by:</b> Executive
<b>Approval Date:</b> January 2013	
<b>Amendment Date(s):</b> January 2013	

- Library privileges are extended only to COKC members in good standing.
- The books and DVDs will be kept in the glass cabinet in the locked office. Instructors and some members of the Executive have keys for the office, and these individuals will assist members in signing out library items.
- There will be a binder, stored within the library glass cabinet, with all the books and DVDs listed. Each book/DVD will have a page with title, author, year of publication and other relevant information as required. Following this information there will be a sign out record that is completed each time that book/DVD is signed out, indicating by whom the item is signed out, followed by the date indicating when the book is returned.
- If a member wishes to borrow an item that is currently on loan to another member, he/she may contact the Vice-President, who is the Executive member designated to look after the library. The Vice-President will maintain a wait list for such items.
- Normal borrowing time is three weeks. If the member currently borrowing the item wishes to keep it longer, he/she must get permission for an extension from the Vice-President. Extensions will not be allowed if there is a wait list for the item.
- The Vice-President will check the sign-out binder monthly, and will monitor library items for timely return.
- There will be a late fee of \$5.00 per item for late returns. If an individual is consistently late returning items, he/she will risk losing library privileges.
- If a book/DVD is not returned, or is returned in damaged condition, the borrower will be charged the full replacement value of the item and will risk losing all library privileges.
- The Vice-President will do an annual inventory of the library and its contents and a documented record of this audit will be maintained.
- Decisions regarding the loss of library privileges will be referred to the Club Executive.