

 <p style="text-align: center;">Policies and Procedures</p>	Number: 6
	Name: Library
	Developed by: Training Committee
	Approved by: Executive
Approval Date: May 2009	
Amendment Date(s): July 2010, March 2020	

- 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, a description of the contents 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, and when it is due back.
- 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 two 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 regularly and will monitor library items for timely return.
- 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.
- Decisions re the loss of library privileges will be referred to the Club Executive.
- Any items to be added to the COKC library must be done so through the Vice-President, and approved by the Executive.