

# **EMBROIDERERS' GUILD OF VICTORIA**

## **Library Policy**

### **POLICY:**

The purpose of the Embroiderers' Guild of Victoria (EGV) Library is to provide EGV members exclusive and easy access to print and electronic media that reflects the needle arts in all its forms. The Library will continue to acquire and preserve publications - hereafter referred to as books on the art of embroidery.

### **CRITERIA:**

1. Only current EGV members have the exclusive use of the EGV library.
2. Members are responsible for all books that are signed out in their name. If a book is lost, the EGV member must replace it with cash or an equivalent product.
3. Those taking specific embroidery courses could discuss any special needs with the librarian for borrowing more than four books on any one topic at a time.
4. All books must be signed out on the library cards provided.

### **RESPONSIBILITY OF THE LIBRARIAN:**

1. To maintain a catalogue of the contents for the members' use and for insurance purposes.
2. To prepare an annual budget and annual report.
3. Attend all executive and evening meetings.

See full job description in Policy Documents for further details.

### **REVIEW:**

This policy shall be reviewed as required.

Amendments to this policy may be proposed by the executive and/or an appointed Policy Review Committee and adopted after being discussed and voted upon by the general membership.

### **APPROVAL:**

Established: June 2006. Revised: 2012; 2015