



Rhododendron Needlers Quilt Guild Library Policy

The RNQG Library is a collection of over 225 books on quilting that cover a wide range of styles and techniques. We are always adding to the collection and welcome your suggestions for future purchases. We are also happy to accept donations of new or gently used quilting books.

In order to keep the library organized and to ensure that all members have equal access to the books, we ask that you adhere to the following rules when borrowing and returning books:

1. You must be an RNQG member to borrow a book.
2. You may have not more than two (2) books outstanding from the library at any given time.
3. When borrowing a book, please write your name, the date (month/year), and your telephone number on the orange "borrower's card" found in the book (typically located in a pocket on the inside front cover). This card should be given to the librarian on duty that evening. If no librarian is present, please put the card in the file box. Use the RNQG book number (which appears on the orange sticker attached to the binding of the book) to locate the correct tab in the file box. Place the card you have completed *behind* the tab, sorted by number.
4. You should return all RNQG library books within two (2) months of the original borrow date. If another member has placed a "hold" on a book you have in your possession, you will be notified by an RNQG librarian. In this case, you will be asked to return the book at the next guild meeting.
5. Books being returned should be given to the librarian on duty that evening. If no librarian is present, please retrieve the orange "borrower's card" from the card file and place it in the pocket attached to the inside front cover of the book. The book should then be replaced in the correct bin in numerical order.
6. If you will be absent from the meeting when your borrowed books are due, you are expected to ask a friend who will attend the meeting to return the book for you.

Thank you for your assistance in keeping our library in order!