

LIVERPOOL ZEN GROUP LIBRARY

Procedures for LZG Library

ISSUES

1. Write due date (four weeks from issue date, see calendar inside door) on (a) printed card, (“book insert”), and (b) blank card, both found inside front cover of book
2. Put book insert into member’s library card, found in index card box – max two items unless special arrangements have been made with Alasdair

RETURNS

1. Find member’s library card, book insert will be inside that. Check due date!
2. If book is overdue, member owes **£0.50 per week (or part thereof) per item** – fine money goes in cash box
3. Cross out old due dates, then put book insert back into book and replace on shelf

LOAN EXTENSIONS

1. If member wants to renew a loan, just put the new date on the book insert in their library card and tell them the new date (write it in book if they have it)

DONATIONS

1. Put book (or whatever) in cupboard, but **do not issue it out to anyone**. Tell Alasdair ASAP so that he can put it on the computer etc.
2. Say a big “thank you” to the donor!

NEW LIBRARY MEMBER

1. Give new member a form to fill in, and then give them a copy of the “Terms & Conditions” (both in folder in bottom right part of cupboard)
2. Pass membership form to Alasdair to process ASAP – in the meantime just write new member’s name on an empty card pocket (i.e. the ‘half envelopes’!) so that they can borrow straight away