



Lacemakers And Collector's Exchange

LACE Library Policy

1. One member may check out up to three items at one time.
2. The loan period for items is two months.
3. Members may place a hold on an item that is in circulation. The member placing the hold will be the next user of that book. Items on hold cannot be renewed. Borrowers will be notified when a hold is placed on an item that you have borrowed.
4. If an item is due and there is no hold on it, a member can renew it for two more months.
5. After a book has been renewed once, the book shall be returned to the collection.
6. A reminder shall be sent 3 days before the end of the circulation period.
7. An overdue notice shall be sent 3 days before the next meeting for any items that have been out for more than 2 months and not renewed.
8. After the item is two months' overdue, fines shall be placed worth the replacement value of the item. Note: Replacement cost can exceed the original cost.
9. Members who have borrowed items for 6 months or longer will have their member status changed from 'member in good standing' to 'member in fair standing'. Once the overdue borrowed items are returned the member's status will be 'member in good standing'. Any member in fair standing cannot take out library items.
10. Special check-out arrangements can be considered by the librarian. They should be rare. For example: mailing items back and forth (at member expense), or long-term stays out of town.
11. There will be Assistant Librarians that will take charge of items returned when the Librarian is not present. They will coordinate with the Librarian to get them back into the Library.
12. An item can be 1 of anything – e.g. book, Videotape, DVD, CD, or it can be a grouping, such as a magazine holder with a number of magazines, as defined in the catalog. E.g. 1 magazine holder might have Lace Magazine volumes 20 – 40 (or Spring 2000 to Winter 2004) Or it might have Canadian Lace Magazine and Lacemaker's Circle – both of which are very thin.

Librarian: _____

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