

MADISON KNITTERS' GUILD LIBRARY RETURN POLICY

No member may take an item from the guild library unless it is properly checked out. All library items checked out at MKG monthly meetings must be returned to the library at the next monthly meeting.

Any member who has overdue items from the library shall not check out any more items from the Guild library until all overdue items are returned to the Guild library.

If an item is not returned on its due date a notice, which includes the borrower's name, will be printed in the Guild's newsletter the following month and each subsequent month's newsletter until the item is returned. (For example, if an item is checked out at the September meeting and is not returned at the October meeting, notice will appear in the November newsletter.)

A monthly fee of \$5.00 for each overdue item will begin to accrue after first notice is published in the Guild's newsletter. This fee will be charged to the borrower after each monthly meeting until the item is returned to the Guild library unless other arrangements are agreed upon by the librarian and the borrower.

(For example, if an overdue notice appears in the November newsletter and the item is not returned at the November monthly meeting, a fee of \$5.00 for each overdue item will be charged. If the item is returned in December, the borrower will owe \$5.00 for the month of November. If the item is returned at the January meeting, the borrower would owe library fees of \$10.)

If any item is overdue for four (4) or more months, the library shall bill the borrower for the replacement cost of the item. The borrower will be responsible for either the overdue fines or the replacement cost of each item, whichever is higher.

Any unpaid library fees shall be added to normal membership renewal fees and the total sum (membership renewal fee and unpaid library fees) must be paid before the borrower's guild membership can be renewed.

This policy shall take effect September 1, 2009.