

## **GVWSG Library: Procedures for Borrowing**

1. Books, magazines, DVDs and other items from the library are available for borrowing by any member in good standing.
2. Items may be borrowed for up to 2 months.
3. When signing out an item, the borrower must provide a legible signature and printed name to enable follow-up if necessary.
4. Overdue items are subject to a fine of \$1.00 per item per month, with library privileges withdrawn until items are returned and the fines paid.
5. Items can be renewed one time for an additional 2 months either in person or via email request to the Guild Librarian ([gvwsglibrarian@gmail.com](mailto:gvwsglibrarian@gmail.com)). For in person renewals, the borrower must re-sign and stamp the call card as well as stamping the new due date on the slip inside the book. For DVDs and journals the new due date is stamped in the binder. In the case of remote renewals, the borrower is responsible for remembering the new due date while the librarian is responsible for updating the card on file.
6. Any item may be reserved if it is out on loan, with requests filled as soon as the the item is returned.
7. Borrowers are responsible for replacing damaged or lost items with a duplicate copy or if unavailable, one of similar content approved by the Guild Librarian.

Updated: February 2026