

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

1. Books magazines, DVDs and other items from the library are available for borrowing by any member in good standing, however due to border difficulties, loans are only available within Canada.
2. Items can be requested via an email to the Guild Librarian ([gvwsglibrary@gmail.com](mailto:gvwsglibrary@gmail.com)), including your name, mailing address, membership number and titles of items.
3. Materials are sent via Canada Post parcel rate with appropriate insurance, with the borrower being responsible for all costs. The librarian will coordinate reimbursement for delivery costs, via cheque or e-transfer, with the Guild Treasurer. Library materials do not need to be sent via registered mail.
4. Items may be borrowed for up to 2 months, and must be posted for return by the due date stamped on the slip inside the book. Books should be returned to the Guild Librarian, at the Guild address listed on the 'Contact' page.
5. Items can be renewed one time for an additional 2 months, via an email to the Guild Librarian noting your name and titles of items to be renewed.
6. Overdue items are subject to a fine of \$1.00 per item per month, with library privileges withdrawn until items are returned and fines paid.
7. If items requested are out on loan, the request will be filled as soon as it is returned.
8. 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.

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