

KEEPSAKE QUILTERS GUILD LIBRARY POLICIES
NANCY HAYES MEMORIAL LIBRARY

Mission Statement

The purpose of the library is to educate members of the Keepsake Quilters Guild by providing shared materials which promote and preserve the art of quilting.

Accepting Materials

1. The Library Committee will have full discretion in accepting materials for the collection based on criteria such as age, condition, expected popularity, etc.
2. All donated items become the property of the Keepsake Quilters Guild.
3. Materials will be housed at Crazy to Quilt in Cedar Falls, Iowa.
4. Materials duplicating those sold in the shop where the library is housed will not be accepted. The library's collection will not compete with the quilt shop's retail items.
5. Periodicals and patterns will not be accepted.
6. Items to be accepted:
 - a. Quilting books
 - b. Novels with a quilt theme
 - c. Software

Procedure for Donating Items

1. Preferred method:
Items may be taken to the basement at Crazy to Quilt.
2. Secondary method:
Items may be brought to the monthly KQ meeting.

Checking Out Items

1. Only Keepsake Quilters Guild members may check out materials.
2. Check out period is limited to one month.
3. A maximum of five items per member may be checked out at any one time.
4. Checkouts will be on the honor system.
5. A clipboard will be provided to record:
 - a. Date of checkout
 - b. Book title
 - c. Author
 - d. Keepsake Quilters Guild member name
 - e. Telephone number

Weeding the Collection

The Library Committee will be responsible for weeding the collection periodically, based on the condition, age, and circulation history of items. Withdrawn items will be discarded or sold at KQ meetings.