

Library Procedures for Borrowing Books

General Guidelines

1. ONLY members of Anthroposophy NYC may borrow books from the library.
2. The books may be borrowed FREE of charge for up to 5 weeks or for up to the duration a study group is working from that text. If a study group member has a book for an extended period of time, please check in and renew the borrowing date when convenient.
3. Each member may borrow up to 3 books at a time.
4. Individuals, who do not return books by 30 days after the due date, will have their borrowing privileges revoked until the books are returned.
5. The borrower must replace or pay the replacement value of the book if the book is damaged or lost. Failure to comply with this policy will result in the revocation of borrowing rights until the book is replaced or its replacement value paid.
6. For non-member study group participants:
 - a. Books can be borrowed by non-members of a study group ONLY when the group leader is willing to borrow the book on behalf of that individual. The group leader is responsible for the book's return and condition.
 - b. The individual is encouraged to become a member of the New York Branch.

Implementation of the Guidelines

1. The key to the library shelves will be in the bookstore.
2. A log book will be maintained for borrowed books.
3. The front of the log book will contain a current list of member names.
4. Borrowers must enter the following information into the log book:
 - a. Name
 - b. Telephone number
 - c. Email address (if available)
 - d. Name of the book
 - e. Author of the book
 - f. Date borrowed
 - g. Date due (and indicate Group Name, if borrowed for a study group.)
5. The library committee will periodically review the log book and follow-up on overdue books.