



LIBRARY POLICY

The Library Appointee reports to the Vice President. The library will be known as the Leonida Leatherdale Needle Arts Library in honour of the founder of the Association.

PURPOSE

The purpose of the Library Committee is to:

- Provide and maintain a collection of materials in the needle arts and related fields to support the general membership of EAC in furthering their personal growth in the needle arts
- Provide and maintain a collection of materials to support the students enrolled in EAC Correspondence Courses
- Promote the active use of the Library Collection by the general membership of EAC

ACQUISITIONS

The Library Committee is responsible for acquiring printed and other materials related to the needle arts and related fields with emphasis on:

- The best material in each field
- Out of print materials or those that may shortly go out of print
- Materials listed as EAC Correspondence Course reference books
- Materials written by Canadian authors or having Canadian content

These materials will be acquired by the Library through donations from the EAC membership, by soliciting review copies from the publishers, or by direct purchase by the Library Committee.

All books and materials sent to a member of EAC because of their position on the Board or on an EAC committee will be the property of the Association and will be placed in the Library at the discretion of the Library Committee.

LOANS

The Library Committee is responsible for providing a loan service to the members of the Embroiderers' Association of Canada, Inc. This service shall consist of:

Individual Loans

- Members of EAC may borrow up to four books, CDs, DVDs or other materials for a period of four weeks from the time the materials are received. An extension may be requested if materials have been borrowed for a Correspondence Course

- Members who borrow materials from the collection are responsible for the replacement or cost of repair of the materials lost or damaged while in their possession
- Members of EAC can borrow any of the resources at no charge within Canada, however they are responsible for the cost of regular postage and any applicable insurance back to the library
 - * If a member wishes to use a courier or service other than regular mail, they will be responsible for all costs
- Preference will be given to Correspondence Course students in the loan of books, study binders, and other materials
- Books that are out of print or expensive will be lent out at the discretion of the librarian

Chapter Loans

- Blocks of up to twenty books and materials will be sent on loan to EAC Chapters for a period of three months
 - * The loan of these materials will be subject to availability and do not include Study Binders or material that requires a deposit
- The Embroiderers' Association of Canada, Inc. will pay the cost of postage and insurance to the borrowing Chapter for the first block only
 - * The borrowing Chapter will be responsible for paying the cost of postage and insurance for the books on return to the library
 - * Materials will be sent by regular mail unless otherwise arranged between the Chapter and the Library Committee
- The borrowing Chapter will be responsible for the cost of repair or replacement of books or materials lost or damaged while in their possession

RECORDS AND REPORTS

The Library Appointee is responsible for answering all library correspondence, keeping the records of the Library up to date and submitting reports to the Board of Directors by:

- Keeping up to date records of all materials acquired for the collection along with their list price value at the time of publication, in the currency of the country of origin where possible, for insurance purposes and to validate the cost on the Association's books
- Keeping a detailed procedure manual on all aspects of the library and posting it on the website (www.eac.ca)
- Updating the Library Acquisition List as required to keep EAC members informed of the materials in the collection
- Submitting an updated Library listing for posting on the EAC website
- Preparing a report for the Vice President prior to all EAC Board meetings

FINANCE

The Library will receive funding through the Finance Committee. The Education Committee will provide additional funding for items they wish to acquire for the collection that are not in the Library's approved budget.

The Library Appointee is responsible for planning and maintaining the budget for the library by:

- Setting a yearly budget in liaison with the Finance and Education Committees
- Keeping accurate records of postage, acquisitions, and other expenses
- Submitting copies of its treasurer's reports, budget requirements and any other such documents as required by the Board of Directors of EAC

INSURANCE

Insurance of the Leonida Leatherdale Needle Arts Library will be the responsibility of EAC under the terms of their coverage for the organization.

The Library Appointee will maintain a constant dollar value of the Collection and Library equipment for insurance purposes as outlined under Records and Reports, above.

OTHER RESPONSIBILITIES

The Library Appointee will be responsible for writing a Library Review Column for *Embroidery Canada* four times a year. *Embroidery Canada* will publish, on a priority basis, reviews of all materials received from publishers as well as existing material in the collection. The editor shall provide the Committee with extra copies of *Embroidery Canada* to be sent to publishers when their review has been published or to solicit new material. One copy will remain in the library collection.

The Library Appointee shall submit a report to the Board of Directors at each board meeting.