



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

# Library Policy

The library is known as the Leonida Leatherdale Needle Arts Library in honour of the founder of the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. (EAC/ACB).

The EAC/ACB Library Appointee is appointed by the Board of Directors.

The EAC/ACB Library Committee is chaired by the Library Appointee and will consist of interested members from different geographic areas as much as possible. The committee will promote the active use of the library collection by EAC/ACB members.

## Purpose

The purpose of the Library is to:

- Provide and maintain a collection of materials in the needle arts and related fields to support the general membership of EAC/ACB in furthering their personal growth in the needle arts.
- Provide and maintain a collection of materials to support the students enrolled in EAC/ACB courses.

## Acquisitions

The Library Committee is responsible for acquiring 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/ACB Technique Study course reference books
- Materials written by Canadian authors or having Canadian content

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

One copy of each *Embroidery Canada (EC)* issue will be placed in the library collection.

All books and materials received by a member of EAC/ACB because of their position on the Board or on an EAC/ACB committee become the property of the Association and will be placed in the library at the discretion of the Library Committee.

## **Loans**

The Library Appointee is responsible for providing a loan service to the members of EAC/ACB. This service shall consist of:

### **Individual Loans**

- Members of EAC/ACB may borrow up to four library 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 an EAC/ACB course.
- Preference will be given to Technique Study Program course students in the loan of books, study binders, and other materials.
- 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.
- Books that are out of print or expensive will be lent out at the discretion of the Library Appointee. The borrower may be required to pay a deposit to borrow some materials.

### **Chapter Loans**

- Blocks of up to twenty books and materials may be loaned to EAC/ACB Chapters for three months. A deposit may be required.
- The loan of these materials will be subject to availability.
- The borrowing Chapter is responsible for the cost of repairing or replacing books or materials lost or damaged while in their possession.

## **Records and Reports**

The Library Appointee, who reports to the Vice-President, is responsible for answering all library correspondence, keeping the records of the Library up to date and submitting reports to the Board of Directors through the Vice President before all EAC/ACB Board meetings, including statistics for the reporting quarter, a list of acquisitions and any issues. Specifics are found in the Library Appointee job description.

## **Finance**

The Library will receive funding through the annual budget by providing a yearly budget request to the EAC/ACB Treasurer for consideration by the board.

The Education Committee will provide a yearly budget request for library items they wish to acquire for the collection.

The Library Appointee will keep accurate records of postage, acquisitions, and other expenses.

## **Insurance**

EAC/ACB will be responsible for the insurance of the Leonida Leatherdale Needle Arts Library under the organization's coverage.

The Library Appointee will maintain an up-to-date dollar value of the collection and library equipment for insurance purposes.