

RESOURCE LIBRARY POLICY AND PROCEDURES

The Resource Library is the depository for any and all DCMGA property, supplies, and archived records. The Resource Librarian is responsible for the inventory of the items in the library. The resource library is here to serve all Master Gardeners. To ensure that an account is kept of all the resources please follow check out procedures. There are seven major categories of materials in the library. Check out procedures, are dependent on the category of the material.

- a. Equipment - Electronic equipment, canopies, tables, and other expensive or high use items can only be checked out overnight or over the weekend. These items must be reserved in advance. Please indicate that the item(s) are reserved on the calendar in the resource room before check out.
- b. Books - can be checked out for up to four weeks.
- c. Posters, displays, and specimens – can be checked out for a week, if an item is needed longer, contact the resource librarian. If an item is considered high use you may want to reserve it on the calendar.
- d. Educational kits – At certain times of the year the kits are in high use, so at times they can only be checked out overnight or over the weekend. Also, some of the items in the kits must be restocked before they can be used by the next person. Because of this, kits must be reserved in advance. Please contact the resource chair and indicate that the item(s) are reserved on the calendar in the resource room before check out.
- e. Consumables – These items can be used freely for any chapter business purpose. Please contact the Resource librarian if you need a large amount of any item (i.e. brochures, handouts, etc.) or if you notice that something is in short supply (i.e. coffee, paper goods, etc.)
- f. Archives – DCMGA records should never leave the building. If for some reason you need to remove an archive or chapter business item from the building contact the Resource Librarian before check out.
- g. Merchandise – These items include materials for basic training classes or items for resell such as chapter logo shirts. They are not for check out.

Please use the sign in sheets by the door to check items in and out of the room. If you donate an item please sign it into the resource room. If you need a donation receipt please send a request to the Treasurer with a description of the item and the cost or an estimated value.

Please be considerate and follow the rules outlined above so that all members will have equal access to materials needed to provide programs to educate the public and promote the chapter. Failure to do so may cause you to lose resource checkout privileges.

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