



Gateway Decorative Artists

# LIBRARY



## **LIBRARY GUIDELINES**

1. Members in good standing of Gateway Decorative Artists may borrow up to three (3) items from the Library for their personal use for a two-month period. The time from meeting to meeting.
2. To acknowledge acceptance of responsibility. Borrowers must sign, write a telephone number and date on the card. This card is kept in the checkout box until the item is returned.
3. A “usage” fee of twenty-five cents (\$0.25) per item will be charged at the time of checkout.
4. After a grace period of fourteen (14) days beyond the due date and overdue fee of twenty-five cents (\$0.25) per book per day will be charged until the return or replacement of the item. Any overdue or replacement charge must be paid before another item may be checked out and member in good standing restored. A replacement fee equal to the replacement cost will be charged for loss or damage to any book, magazine or pattern packet. For loss of an irreplaceable item, a commensurate fee shall be determined by the Executive Board.
5. Library Property checked out must be for the personal use of the member only, and must remain the responsibility of the borrower until it is returned to the Library.
6. For any mail transactions of books, members will pay first class postage and for hardcover books insurance fees to or from the Library. The postmark date will be used as the date of return for books returned by mail.
7. Painted samples **MUST NOT** be mailed to or from the Library.
8. Fees paid to the Library are used for the purchase of new items for the Library.

### **Librarian:**

Barbara Ogden  
1424 Cave Springs East. Dr.  
St. Peters, MO 63376  
636-928-5503