

Whispering Lake Grove

Standard Operating Procedure for Grove Library

Last updated 4/3/17 by Secretary Nathan Large; Approved by Grove membership 4/9/17.

I: Purpose

The primary purpose of the WLG lending library is to promote scholarship through the lending of books and other literature owned by the Grove, to enhance members' knowledge regarding ADF Druidry, Paganism, the Indo-European peoples, and other relevant topics.

II: Maintenance

The WLG lending library shall be maintained by the Grove Secretary and, when possible, will be located at the home of the Grove Secretary. In the event this is not possible, a mutually agreed upon location will be determined by majority vote of the Grove.

III: Borrowing and Lending

A: Items from the library may be requested from the Grove Secretary at least three days before each upcoming Grove event or business meeting, to be delivered at that meeting (or earlier, at the Secretary's and member's availability). Members may retain each item for a period of thirty (30) days, at which time it must be returned to the Grove library. Should the member wish to keep borrowing the item, they may request a renewal, so long as there are no other members waiting for the same item.

B: Items may be borrowed by any member of the Grove in good standing.

C: Borrowing will be limited to one (1) item per person, per request.

IV: Returning

Following the thirty (30) day period, a member must return a borrowed item to the Grove library in the same condition in which it was borrowed.

V: Non-conformance Return Policy

A: Members failing to return items after the thirty (30) day period will be given verbal notice from the Grove Secretary. When an item is overdue by 15 days, the Grove Secretary will send a written notice. After a period of (30) days overdue, failure to return the material or reimburse the Grove for the missing item will result in the revocation of a member's privilege to utilize the lending library for a period of three (3) years.

B: If the item was damaged during the lending period, the borrower is responsible for replacing the material or reimbursing the Grove for the value of the item, within sixty (60) days. Failure to replace or reimburse the Grove for a damaged item will result in the revocation of a member's privilege to utilize the lending library for a period of three (3) years.

VI: Purchasing

A: The stipend for the purchasing of literature shall be entered into the yearly budget after being approved by a majority vote of the membership.

B: A list of items to be purchased will be compiled and shall be voted on by attending members at regular business meetings.

C: Purchases may be made by any Grove officer with the voting support of the majority of the officers. An officer that wishes to make a purchase must propose the purchase to all other officers for voting prior to the purchase. Electronic means are acceptable for voting. The purchasing officer is responsible for forwarding the receipt for any item(s) purchased to the Grove Treasurer, as well as responsible for forwarding the item(s) purchased to the Grove Secretary.

D: The Grove Secretary will be responsible for notifying the membership in a timely manner when a new item becomes available in the library.

VII: Donations

The Grove library welcomes donations from members. Any new donation may be reviewed for appropriateness and put to a vote by the Grove officers, with a majority vote required for acceptance.