

Northwest Polymer Clay Guild Library Policies

Only NWPCG members may check-out library materials.

There is a three (3) item library check-out limit to ensure availability of materials to all members.

A deposit is required in the form of a signed, **undated** check in the amount of \$100. This deposit is held by the librarian and used to repurchase library materials which are not returned.

Length of check-out time: One (1) month, meeting to meeting. No exceptions! If unable to attend a meeting, make alternative arrangements and/or contact the librarian. Members not returning items in time for the next meeting may have their deposit checks cashed and will receive notice from the library to this effect.

Please advise the librarian of any problems or damage you encounter with any of the library materials.

I have read, understood and agree to the above:

Signature _____

Name (please print) _____

Mailing Address _____

_____ Zip _____

Phone Number _____

Email Address _____

Date _____

In Effect As of May 1st, 2011

For Library Records - Give to Librarian

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Email: librarian@nwpcg.org

Please use this Subject Title for email communication:
"NWPCG Library Materials"

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Members Keep This Side for Their Records

Print this form, fill it out and bring to the next Guild meeting!