

Policy No. 12

LIBRARY POLICY

There are 2 separate Library sections – one upstairs, the other downstairs.

Is managed and co-ordinated by the 2 Air FM Librarian whose duty it is to oversee the activities of the Library areas and replace broken cases etc when required.

The library works on a similar basis to a Council Book Library

The library is open for use by any Presenter or Office Volunteer and the rules apply to everyone without exception.

- 1 Each library area has a Loans Book which must be filled in when taking a CD from the area
- 2 On return :
 - a) the CD must be signed back in and countersigned by another member or Presenter – this is your proof that you returned the CD !
 - b) Place the CD in the Returns Box and Librarian will put away – do **NOT** attempt to put away yourself as this causes confusion if put in the racks incorrectly
- 3 **Loan Rules** - 4 CDs for 2 weeks
- 4 If special circumstances require more than 4 CDs, arrangements can be made with the Librarian
- 5 Any difficulty in finding CDs in the library system can be addressed to Librarian who will assist to the best of his ability
- 6 **Etiquette** – Librarian is a volunteer position and the person in this position should be treated with respect at all times and he/she will reciprocate respect to you