

Librarian

Purpose and Duties:

Librarian will maintain the Lending Library, make recommendations to SDCRID for materials they wish to add, and follow-up with members who wish to borrow materials or make a donation to the library.

Responsibilities:

- Be the contact person for any member who wishes to borrow materials from the Lending Library or wishes to make a donation to the Lending Library.
- Include in the report at each quarterly SDCRID meeting the following:
 - Remind members of the RID test study materials library available to SDCRID members.
 - Inform members of any new additions to the Library.
 - Remind members of the opportunity to donate to the Library.
 - Ask members what materials they wish to see in the Library.
- Provide occasional updates in the InTouch Newsletter
- Provide tax deduction receipt for donors (to be **obtained from Treasurer or Secretary**).
- Send email to Webmaster with updates of loaned materials and new materials

*** All members who borrow materials from the Lending Library will agree to the terms outlined in the Agreement Form, and fill out the form (electronic accepted) in order to borrow materials. ***

Guidelines of Using the RID Test Study Materials Library:

- Individual must be a SDCRID member in good standing.
- Contact the Librarian to request materials.
- Materials will be loaned on a first come / first served basis.
- Lending period (with option to extend):
 - 2 weeks for books
 - 2 weeks for media
- Individual will fill out the SDCRID MATERIALS LIBRARY AGREEMENT form when checking out materials, thus accepting responsibility for picking up materials, taking care of materials and returning them on time.
 - Form may be filled out electronically or hard copy.
- The maximum number of items to be checked out is one media item at a time and/or two books.

Process for lending out materials:

- Members should pick up and drop off materials in person.
 - At the discretion of SDCRID, materials can be shipped at the borrower's prepaid expense.
 - If the book you are borrowing is out of print, you may be asked to provide your credit card information.
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(Copy of AGREEMENT form)

SDCRID MATERIALS LIBRARY
AGREEMENT

I, _____, agree to take care of the material(s) listed below while they are in my possession. If the item(s) is (are) lost, damaged, stolen or destroyed, I will pay to have the items replaced within 3 weeks of the due date. I understand I am responsible for returning the items to the Librarian at the end of the lending period.

Title	Type (text or media)	Replacement Value
1.		
2.		
3.		

*If the book you are borrowing is out of print, you may be asked to provide your credit card information.

Signature

Date

Phone Number

Email address

Address

*Credit card # _____ Exp _____ Security code _____

Due Date: _____