

EAC - LIBRARY POLICY

The Library Committee is a sub-committee of the Education Committee of the Embroiderers' Association of Canada, Inc. (EAC). The library will be known as the Leonida Leatherdale Needle Arts Library in honour of the founder of the Association.

PURPOSE

The purpose of the Library Committee is to:

1. Provide and maintain a collection of printed materials in the needle arts and related fields to support the general membership of EAC in furthering their personal growth in the needle arts.
2. Provide and maintain a collection of printed materials to support the students enrolled in EAC correspondence courses.
3. Promote the active use of the Library collection by the general membership of EAC.

ACQUISITIONS

The Library Committee is responsible for acquiring printed and other materials related to the needle arts and related fields with emphasis on:

1. The best material in each field.
2. Out of print materials or those that may shortly go out of print.
3. Printed materials listed as EAC correspondence course reference books.
4. Materials written by Canadian authors or having Canadian content.

These printed materials will be acquired by the Library through donations from the EAC membership, by soliciting review copies from the publishers, or by direct purchase by the Library Committee.

All books sent to a member of EAC because of their position on the Board or on an EAC committee will be the property of the Association and will be placed in the Library at the discretion of the Library Committee.

LOANS

The Library Committee is responsible for providing a loan service to the members of the Embroiderers' Association of Canada, Inc. This service shall consist of:

Individual Loans

1. Members of EAC may borrow up to four books for a period of four weeks from the time the books or materials are received.
2. Members who borrow materials from the collection are responsible for the replacement or repair of the books lost or damaged while in their possession.
3. Members of EAC can borrow any of the resources at no charge within Canada. However they are responsible for the cost of third-class postage and any applicable insurance back to the library. If a member wishes to use a courier or service other than third class mail, they will be responsible for all costs.
4. Members who borrow important out of print or expensive books will be required to pay a deposit before the materials are sent out on loan.
5. Preference will be given to correspondence course students in the loan of books, study binders, and other materials.

Chapter Loans

1. Blocks of up to twenty books will be sent on loan to EAC Chapters for a period of three months. The loan of these books will be subject to availability and do not include Study Binders or material that requires a deposit.
2. The Embroiderers' Association of Canada, Inc. will pay the cost of postage and insurance to the borrowing chapter for the first block only. The borrowing chapter will be responsible for paying the cost of postage and insurance for the books on return to the library. Books will be sent by third class mail unless otherwise arranged between the Chapter and the Library Committee.
3. The borrowing chapter will be responsible for the repair or replacement of books or materials lost or damaged while in their possession.

Non-Member Loans

1. Books will be loaned to non-members of EAC at the discretion of the Committee.
2. The borrower will be responsible for the repair or replacement of books or materials lost or damaged while in their possession.

RECORDS AND REPORTS

The Library Committee is responsible for answering all library correspondence, keeping the records of the Library up to date and submitting reports to the Board of Directors by:

1. Keeping up to date records of all materials acquired for the collection along with their list price value at the time of publication, in the currency of the country of origin where possible, for insurance purposes and the auditor's report.
2. Keeping a detailed procedure manual on all aspects of the library.
3. Updating, printing, and distributing the Library Acquisition List as required to keep EAC members informed of the materials in the collection.
4. Preparing a report for the Board of Directors and the Education Chairman prior to all EAC Board meetings.
5. Undertaking a general inventory of the collection every two years.

FINANCE

The Library will receive funding through the Finance Committee. The Education Committee will provide additional funding for items they wish to acquire for the collection that are not in the library's approved budget.

The Library Committee is responsible for planning and maintaining the budget for the library by:

1. Setting a yearly budget in liaison with the Finance and Education Committees.
2. Keeping accurate records of postage, acquisitions, and other expenses.
3. Submitting copies of its treasurer's reports, budget requirements and any other such documents as required by the Board of Directors of EAC.

INSURANCE

Insurance of the Leonida Leatherdale Needle Arts Library will be the responsibility of EAC under the terms of their coverage for the organization.

The Library Committee will maintain a constant dollar value of the collection and library equipment for insurance purposes as outlined under Records and Reports, above.

OTHER RESPONSIBILITIES

The Library Committee will be responsible for writing a Library Review Column for EMBROIDERY CANADA four times a year. EMBROIDERY CANADA will publish, on a priority basis, reviews of all materials received from publishers as well as existing material in the collection. The editor shall provide the committee with extra copies of EMBROIDERY CANADA to be sent to publishers when their review has been published or to solicit new material. One copy will remain in the library collection.

The Library Chairman shall submit a report to the Board of Directors at each board meeting, either in person or through the Education Chairman.

At the present time, the Library Committee is also responsible for several other collections belonging to the Association. These responsibilities include:

1. Planning, organizing, maintaining and storing the permanent embroidery collection of EAC following conservation techniques.
2. Storing and maintaining the archived slides from the EAC Slide Library.
3. Storing and maintaining the printing plates for the EAC Fund Raising Committee.