LVAAS Library Book, Video, and CD Loan Policy
(Lehigh Valley Amateur Astronomical Society, Inc.)

1. No more than two books and two VHS tapes/DVDs/CDs may be signed out from the library collection per month. Note: the DVDs are NOT in their cases; ask the librarian or the assistant librarian for access. All materials should be returned one month after they are signed out. This is usually from General Meeting to General Meeting.

2. If any library materials are not returned after three months from when they are signed out, a $1 fine per item for each month overdue will be charged.

3. If any materials are needed for an extended period of time (beyond two months), the librarian should be contacted via e-mail (library@lvaas.org). The items can be renewed at General Meetings. It is understood that not everyone can make it to every General Meeting.

4. If a member who is taking a Society class (Telescope Making, etc.) needs to borrow a book or video when a librarian is not present, they may do so as long as the librarian is contacted via e-mail stating the title of the book or video/DVD/CD.

Process for signing out library materials when a librarian is unavailable

1. All library materials have a loaning card in a pocket in the back of the book or on the media items. On the card:
   o Put the date the item is signed out under “Date Loaned”.
   o PRINT your name under “Borrower’s Name”.
   o The “Date Returned” is to be left blank.

2. All library materials have a “Date Due” slip opposite or under the loaning card. Put the next month’s date on the slip. This will remind you when the item is due whenever you open the book, etc.

3. Place the loaning card in front of the filed cards on the desk. This way the librarian will know that something has been recently signed out.

4. Please rewind all VHS tapes before returning them to the library.