February 10, 2020

**American Sidesaddle Association (ASA) Library Lending Policy**

**Purpose:** To set guidelines for the use of the space and the materials in the ASA library.

**Policy:** The ASA Officers and the ASA Membership Coordinator have the responsibility to protect the contents of the library and to assist ASA members who wish to borrow and/or study the materials for the purpose of entertainment, education, historical and equine specialty knowledge, and other issues.

**Roles:** The Membership Coordinator is responsible for the loaning of materials and for the admission of members and member groups into the library. The Officers are called upon to assist in applying this policy to the ASA membership. Members are encouraged to use the library with respect.

**Procedures:** The ASA library is shelved, cataloged, and currently housed in the home of the ASA Membership Coordinator. The location of the library can change whenever a new Membership Coordinator volunteers for the unpaid position.

Only ASA members are allowed to borrow materials from the library.

The Membership Coordinator will record the name, date, and description of the borrowing event.

The material can be kept by the borrower no longer than 6 weeks.

The borrower is responsible for postage at “media” rate and for packaging costs.

The Membership Coordinator will set an approximate replacement value on the material at the time of the loan and if the material is lost, the borrower will pay the amount to the ASA Treasurer.

Some of the books and materials are too delicate to be mailed. These can be viewed at the physical library site after coordination for the best time to visit.

Some materials may be scanned and sent electronically to a requesting member.

Generally, if the Membership Coordinator or an ASA Officer is available, ASA members are welcome to come to the physical library to peruse the stacks and to utilize the library tables for work.

ASA group events can be held in the physical library, such as work sessions, meetings, and banquets.