

January 1, 2023

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 Librarian have the responsibility for protecting the contents of the library and to assist ASA members who wish to borrow and/or study the materials.

Roles: The Librarian 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 Librarian. The location of the library can change whenever a new ASA member volunteers for the unpaid position.

The lists of library contents, by category of style, can be found in the “files” section of “members only” on the American Sidesaddle Association face book page. The Librarian can be reached via e-mail at the address listed on the ASA web site.

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

The Librarian records the borrower’s name, date, and description of the borrowing event.

Library material can be kept by the borrower no longer than 6 weeks, unless otherwise agreed by an ASA officer.

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

The Librarian 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 Librarian 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 and meetings.