

Lending Policies

- Borrow material for 8-12 weeks. We would like to arrive at individual lending periods by mutual agreement. We hope teachers will return material as soon as possible but are also able to keep resources as long as needed.
- Please take no more than three books at a time.
- You may reserve material in advance to be sure that you have it when you need it. Reservations may be made in person, with a phone call, or via email. A master reservation list will be maintained at the Library.
- Renewals will be granted if materials have not been requested by another teacher.
- The Christian Education Committee may recall books that are overdue or requested by another teacher after a reasonable borrowing period.
- Should a Friend miss a return date and delay another user, we ask that he or she help to reconnect the book with the next user.

Friendly Couriers

- Books may be borrowed in person at Wellesley Meeting where the collection is housed.
- Friendly Couriers can deliver and return books from a distance. Committee Days, meetings of NEYM Ministry and Counsel, and Retreats bring representatives of many Meetings together. With the good-natured cooperation of other Friends, we can avoid postage bills and exchange books at the regional gatherings. So, for example, you could have a book delivered to you at the time of October Committee Day and return it via Friendly Courier at the January Committee Day. We ask for your cooperation in finding a Friendly Courier from your Meeting to bring your material back to you. We also will take an active role in helping the courier system to work. As a last resort, we will mail books, but our budget does not allow this as a regular practice.

Signing Out Books

- Please be sure to sign out books using the blue card in the back of each book. There is a clearly-marked round card container. If we deliver the books to you, we'll fill out the card/s for you. Do send us a brief email notification that you received your books from your courier.
- Books will ideally return to the CE Library between each borrowing. It may, on occasion, be expeditious to pass the material from one borrower to another directly especially if they live near each other or they know their paths will soon cross. In this case, we ask that a three-way email be sent from the new borrower acknowledging receipt of the books. The CE Coordinator and the former borrower will have this as a record of the book's usage. The card on file at the library will be amended to show the new borrower.

Resource Sharing/Building Community

Do share your comments on the books with other teachers or provide especially good lesson or craft ideas by placing a sheet of paper in the front of the book with your insights. Each user can add notes and suggestions and serve as a resource person for subsequent teachers.

When First Day School teachers gather at Workshops or Sessions, inspiration, creativity, and deep reflection fill the air. I hope regular sharing of the same teaching materials will create ongoing opportunities for brainstorming, encouragement, and F/friendship.

Let us know how the lending system is working for you. We look forward to fine-tuning it to better meet your needs.

For Information and Reservations

The collection is housed at Wellesley Meeting on the 3rd floor. A printed catalogue of holdings is now available. It can be emailed to you.

Contact Beth Collea, CE Coordinator for reservations and information at cecoord@neym.org 1-781-784-3471.

Replacement of Lost Materials

- If a book is lost or destroyed, it is the borrower's responsibility to replace it. A used copy in very good condition purchased from Amazon.com is suitable. In the case of out-of-print material, a reasonable fee will be requested which will be used for future acquisitions.

Calendar of Courier Service

September 30	March 10
November 10-12	April 14
January 13	May 19
February 10	June 9

NEYM Ministry and Counsel meets about every other month.

Retreats are another good exchange point. We have retreats scheduled at Wellesley for November, January, and March.

If you are traveling near Wellesley, give me a call to be sure the Meetinghouse is open. You are welcome to browse the collection, take out books, and chat over a cup of tea! I'll bring the scones.

There will be a return bin at Wellesley in the Fireplace Room on the first floor.

NEYM

CE Lending Library

Friendly
Flexible
Free

Policies and Procedures

A resource for

- First Day School teachers
- RE Committee members
- Others working with the youth of the Yearly Meeting.

September 2006