

POLICIES AND PROCEDURES

Crane Lakes Library

The Crane Lakes Library was started in 2003 and contains almost 1350 books. It operates as a lending library for all residents to provide and encourage an appreciation for reading. For the most part, the books and materials have been donated and processed by the volunteers in the Crane Lakes community. All library items are borrowed and returned using the honor system.

- Goals

- Provide and maintain a collection that is diverse in format and content.
- Encourage the community to use and support the library with their donations of books and materials.
- Encourage the residents to choose books and materials they are interested in and return the same in a timely manner.

- Responsibility

- The Primary responsibility for selecting the materials to be in the library rests with the Chairperson(s).
- The selection process considers recommendations from the ad hoc committee.

- Collection Development by the Chairperson(s)

- The Crane Lakes Library collects Fiction and Non-Fiction Materials on a variety of topics.
- Books, magazines, audiobooks, and puzzles that are donated will be evaluated and placed into the collection based on their appropriateness, scope, accuracy, and timeliness.
- All donated materials will be evaluated, and the Chairperson(s) reserve the right to use the materials as is seen fit. Materials that are outdated or unusable will be removed.
- The Crane Lakes Library collection should be continually evaluated according to the needs of the Crane Lakes residents.
- Materials will be withdrawn that contain obsolete subject matter, as well as items that are no longer useful, worn, or damaged.

- Procedures

- Books are organized as fiction or non-fiction, then labeled by genre, author or classification and shelved accordingly. (see Library Guidelines)
- When new books are entered into the system their entry date and publication date will be placed on the title page.
- The Crane Lakes stamp will be placed on the first page of the book, and title page.

VOLUNTEER RESPONSIBILITIES AND GENERAL LIBRARY GUIDELINES

Volunteer Responsibilities

- All donated material will be checked for damage, copyright date and if it will benefit the collection. If it is appropriate, then labeled placed in a designated area for further evaluation.
- File the returned books and materials within their category depending on if it is labeled as Fiction or Non-Fiction.
- When filing the returned books, check for duplication and date of publication. If older than 10 years or duplicated, place in a designated area for further evaluation.
- Straighten up the library and participate in projects initiated by the Chairperson(s).

• LIBRARY GUIDELINES

- Books not considered for inclusion are textbooks, cookbooks, medical journals, and reference books.
- If a book is duplicated, the hard cover edition is preferable in lieu of a soft cover or paperback.
- Books not included in the library may be donated locally.
- Books are determined to be Fiction or Non-Fiction and labeled as such.

Fiction books are further labeled if they fall into categories such as Mystery, Historical, or Romance, and then by their author.

Non-fiction Books are labeled and shelved according to their subject. The Following labels are also placed on the spine when appropriate: Biography, History, Humor, Inspiration, or Sports etc.

All items, ready to be discarded, will have the “Crane Lakes Library” stamp blacked out and identifying labels removed