

Chattanooga Bridge Center Library Policies and Procedures

Purpose of the Library

The purpose of the Chattanooga Bridge Center (CBC) library shall be to provide a lending library of resources for CBC members to use to learn bridge fundamentals and more advanced bridge play techniques and in so doing improve the overall quality of bridge play at the CBC.

Location of the Library

The CBC library shall be located within the Center and shall be situated to provide maximum accessibility by all CBC members.

Librarian

The President of the CBC shall appoint a Librarian on an annual basis whose term of office shall be concurrent with that of the President. If at all possible, the person selected for this position shall be knowledgeable regarding library procedures and administrative functions. The Librarian shall be in charge of:

- Selecting materials to be added to the collection and purchasing them at the best price available.
- Seeking the advice of expert players among the membership for suggestions for materials to add to the collection.
- Maintaining a list of suggested materials to add to the collection.
- Processing purchased and donated materials to ready them for circulation through the CBC library.
- Maintaining a shelf list of materials owned by the CBC.
- Repairing damaged materials.
- Checking the Request Log on a weekly basis.
- Contacting members with overdue materials and requesting return of said materials in a timely manner so that the maximum number of members will have access to the collection.
- Reviewing donated materials to determine their suitability for addition to the CBC collection.
- Re-filing checkout cards and re-shelving books.
- Weeding the collection periodically to remove any outdated, damaged, or unnecessarily duplicated materials.
- Recommending budget expenditures for the Bridge Center budget.
- Providing an end-of-year report to the Board of Directors on the status of library holdings and expenditures.

Library Collection

The initial collection for the CBC library was established in 2008 primarily from books and periodicals donated by Dr. Robert Ling, a member of the CBC. The Librarian shall present budget requests to the Board of Directors at the January meeting for additions to the collection. Purchases shall be made to provide the membership information on a wide variety of bridge topics and to keep the collection up to date.

Donations to the Library

Donations of materials will be accepted by the Librarian with the disclaimer that the CBC reserves the right to review any donated materials to determine their suitability for the collection (e.g., multiple copies of the same title and books whose subject matter is deemed out of date may be unsuitable for addition to the collection). Any donations determined to be unsuitable or unnecessary for the CBC collection will be donated to the Hamilton County Library for its annual book sale.

Checkout Procedures

Checkout will be on the honor system. Checkout procedures will be clearly stated and posted at the library. Members may keep materials for up to one month and may request particular books checked out by others by signing the Request Log at the Center. If the requested materials are overdue, the Librarian will request their return; if the materials are not overdue at the time of the request, the Librarian will notify the person holding the materials and request their return at the end of the one-month loan period.

Damaged/Lost Materials

CBC members who lose or damage materials through carelessness will be asked to pay the cost for replacing those materials. Failure to do so may result in loss of library privileges.