

IACCT GUIDELINES ON LIBRARY OPERATING PROCEDURES

1. The library shall remain open for half an hour, after every Satsang and Family Prayer. Additional times can be arranged upon request.
2. All materials from the Library Collection (books, cassettes, videos) - maximum of 3 – can be borrowed for 4 weeks at a time and properly entered in the check-out book.
3. If you would like to keep them longer, they have to be renewed after 4 weeks. Materials will be 'renewed' if there is no reservation for them.
4. A "Reservation" book will be kept in the Library. Anyone who wants any material which is temporarily "out" may enter their 'claim' in this book.
5. Materials will be given on "First Come - First Serve" basis.
6. Lost or damaged materials from the Library should be reported as soon as possible.
7. The IACCT Cultural Committee shall be responsible for management of the IACCT Library and its Operating Procedure.

[Approved by the Board of Directors during the
IACCT Board Meeting of February 10, 2002]

Date