

OFFICIAL LIBRARY OPERATION RULES FOR THE **CONTRA COSTA MINERAL & GEM SOCIETY**



1. The library shall be operated in a manner to, and with approximate procedures as employed by public libraries.
2. The library shall be available for the drawing and the return of books and periodicals at each regular meeting of the Society, except when otherwise directed by the president.
3. The loan period for all books and periodicals will be from one regular meeting until the next regular meeting. Renewals for one additional loan period will be authorized providing no reservation has been made for the particular book or periodical by some other member. Two or more renewal periods will not be authorized.
4. The penalty for each instance of failure to return a book or periodical at the proper time will be the donation of a suitable mineral specimen or gem to the Society's treasury. In case of dispute as to the adequacy of such donation, the president's ruling shall be final. Absence from a meeting shall not be construed as a valid excuse to escape penalty for failure to return a book or periodical when due.
5. Failure to return a book or periodical on or before the third regular meeting after the due date shall be construed as equivalent to the complete loss of the item, and the penalty shall be the donation of a mineral specimen or gem, the value of which must be not less than twice the replacement cost of the lost item. The Society's president shall call upon two past presidents to assist in appraising all such donations.
6. The president shall cause a complete inventory of the library to be taken by a disinterested member at least once annually, and upon the change of librarians. The result of such inventory shall be reported to the president.
7. The treasurer shall be responsible for maintaining records of the subscription to periodicals and for the timely renewals of same.
8. All orders and disbursements for supplies and new additions to the library shall be made by the treasurer, upon recommendations made by the librarian and approved by the president.
9. A copy of these rules shall be furnished to each new member upon joining.

These rules were adopted by the Board of Directors on February 23, 1956.