

Kenmore Bridge Club is fortunate to have been donated an extensive library of books which are available for club members to borrow from the club's premises. The library provides a valuable resource for all members looking to either improve their bridge or for pure enjoyment.

A full list of books is available on the club website, sorted both by author and title, and which is available for download as required.

Borrowing Guidelines

1	Books are only available for loan to members of the Kenmore Bridge Club
2	A gold coin donation would be appreciated towards the purchase of new books. The Librarian will drop it into the library book donation tin.
3	Standard loan period 4 weeks
4	Grace period Should the librarian not be available, then a grace period of one week is given
5	Maximum extended loan period 4 weeks (to provide a maximum total of 8 weeks for any loan)
6	Minimum period between loans of the same book 2 weeks
7	Maximum number of books on loan per member 2
8	Maximum holding period for reserved books 2 weeks
9	Books are available for borrowing by contacting the Librarian listed for your playing session (see Librarian schedule)
10	A Post-It note on the library board shows when reserved books available for collection. Take the Post-it Note to the Librarian for book collection.
11	Books returned after the Grace Period Attract a \$5 per book penalty
12	Lost books It's the borrowers responsibility to replace lost books within 1 month of the due date

To maximise the enjoyment for everyone, we need to be mindful to:

Take care of the books and ensure they're returned, on time - it's your personal responsibility

Ensure the process doesn't interfere with the normal duplicate session nor the Librarian's enjoyment of their own session

Should you have suggestions of new books to be added to the library please add the title to the Suggsted Books listing on this noticeboard

Book donations are always welcome

If you have other suggestions, or would like to act as a Librarian, please email info@kenmore.bridgeaustralia.org

Borrowing

- 1 Select your book of interest from the Library Master list. It's available for download on the club website or as a paper copy in the library folder
- 2 If you wish to review the book prior to borrowing it, ask the respective Librarian well before your session starts. The Librarian will arrange for you to peruse it
- 3 When you've decided on which book you'd like to borrow let the Librarian know and they will arrange to get the book to you.
- 4 The **Librarian** will complete the **Lending Record** as follows:

Seq #	KBC#	Book Title	On Loan To (Name)	Date OUT	Date DUE	Date RETURNED	Reserved [R]
			Checked Out By Librarian		EXTENDED to		
1	B-170.1	Bridge Play Made Easy	Joan Smith Rick Webster	02-Jan-17	30-Jan-17		

Extending

- 1 Should you wish to extend the borrowing period please contact a Librarian who will check if others are waiting to borrow the book.
- 2 Should no-one else have reserved the book, the borrowing period may be extended.
- 3 The **Librarian** will complete the **Lending Record** as follows:

Seq #	KBC#	Book Title	On Loan To (Name)	Date OUT	Date DUE	Date RETURNED	Reserved [R]
			Checked Out By Librarian		EXTENDED to		
1	B-170.1	Bridge Play Made Easy	Joan Smith Rick Webster	02-Jan-17	30-Jan-17 12-Feb-17		

Returning

- 1 Return the book to any club Librarian. The **Librarian** will complete the **Lending Record** showing your return date

Seq #	KBC#	Book Title	On Loan To (Name)	Date OUT	Date DUE	Date RETURNED	Reserved [R]
			Checked Out By Librarian		EXTENDED to		
1	B-170.1	Bridge Play Made Easy	Joan Smith Rick Webster	02-Jan-17	30-Jan-17	28-Jan-17	

Reserving

- 1 Should you wish to borrow the book that is already on loan, please ask the Librarian to add your name to the Reservations Listing
- 2 The **Librarian** will complete the **Reservations Record** and **Lending Record** as follows:

Seq #	Reserved Date	Reserved by Name/Phone #	KBC #	Book Title/Author	Completed (Y/N)
1	15-Jan-17	John Doe/0411 111 111	B-170.1	Bridge Play Made Easy	

Seq #	KBC#	Book Title	On Loan To (Name)	Date OUT	Date DUE	Date RETURNED	Reserved [R]
			Checked Out By Librarian		EXTENDED to		
1	B-170.1	Bridge Play Made Easy	Joan Smith Rick Webster	02-Jan-17	30-Jan-17 12-Feb-17		R