

# Welcome to Oriole Dog Training Club's Resource Library!

As a member, you are more than welcome to borrow the resources from the library.

Our rules are simple. When a book, video or DVD to be borrowed, it must be returned by the end of the three (3) weeks so that someone else may use it.

Since the library is new and we hopefully expect some interest, we are limiting the total number of books/Videos that a member can borrow to three (3).

Provisional members (PM) are welcome to use the library, but must have their sponsors sign out the resource.

## **Check Out Procedure:**

All of the books and Videos in the library are listed by category and alphabetically in the folder. In the future, the listings will also appear on the ODTC website.

Please contact one of the librarians listed and they will gladly check out the item for you. The schedules for the librarians can be found in the resource library folder.

- On the check out sheet, you will list the date you checked out the item, date that the item is to be returned, the title of the item, your first name, your last name, your phone number, and your e-mail address.
- There is a calendar in the folder so that the borrower and the librarian can both agree on the three (3) week return date.
- The date that each book is due will be written on the inside of the borrowed book, to help serve as a reminder.

## **If the book is not returned:**

Each resource has a colored label on the front stating "Property of ODTC" to remind you to return it.

On the inside of each book, on the back of the Video/DVD, and on the Check Out Sheet the return date will be written.

Just before the three (3) weeks are up, you will receive an email from the Resource Committee Chairman reminding you to return the resource.

**If the resource is not returned, the person who has signed it out will be responsible for the cost of a replacement item plus shipping and handling. Members and PM's will not be allowed to register for classes if they are in arrears for lost resources.**

Costs can be approximately \$20 plus for paperbacks, \$25 plus for hardbacks and \$40 plus for a Video. These are approximate prices and each replacement value will be handled separately. Our goal is to keep the books and Videos in the library so that everyone can use them!

Happy Borrowing!

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