

Southron Gaard Library Policy and Practice Manual

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1. Personnel

Baronial Librarian

The baronial librarian should:

- Be a deputy officer under the Arts and Sciences officer and fulfil all the requirements ie. membership, of an officer
- Have a two year term of office renewable in accordance with Baronial policy
- Have experience in library work or be willing to take instruction
- Follow the policies in this document as approved by the Southron Gaard council
- Liase with Kingdom and Society officers as appropriate eg Society Archivist, chroniclers etc

Their duties should include:

- Training and oversight of the assistant librarian
- Collection management including purchase and processing of new items and weeding and archiving as appropriate
- Receiving all newsletter swap material from the Baronial chronicler (or whoever is receiving them)
- Developing processes for maintenance and improvement of the library
- Reporting to the Arts and Sciences officer quarterly (?) regarding the use of the library
- Maintaining records about library use and stock
- Developing and refining library policies for approval by the Baronial council
- Organising library rotation (see below)
- Organise the return of any long term over-dues and deal any other circulation issues that go beyond the norm

Assistant librarian

There may also be an assistant librarian who looks after the housing of the library and issuing/returning of items. It is not their job to manage the library, but rather to ensure that all borrowers give a current address and contact details, and that items are returned in good time and good condition. They should:

- Be considered a deputy of the arts and sciences office but not necessarily fulfil officer requirements
- Have sufficient dry and secure premises suitable for the housing of books etc
- Have a two year term of office renewable only once (see Library Rotation below)

Their duties should include

- Be willing to open their house at times suitable for the populace to browse the library (times to be agreed with Baronial council)
- Be willing to assist the populace in finding suitable materials within the collection
- Ensure that full address details are recorded for all borrowers
- Ensure that borrowing details are suitably required eg, borrower, date due etc.
- Be contactable to renew items borrowed
- Contact borrowers when books are overdue and arrange for their return

- Allow access to the library by the librarian on a regular basis for library management
- Report long-term over-dues to the librarian

2. Collection development policies

Collection development is the role of the baronial librarian not the assistant librarian.

The baronial librarian should create an annual report on the current status of the library collection which should include the following

- Collection profile
- Borrowing profile
- Recommendations for weeding
- Recommendations for purchasing

The librarian should seek the views of the populace when recommending new titles to purchase or subject areas for further development.

Copyright should at all times be respected.

Purpose of the Collection

Because the collection has mostly been determined by donation no consideration has been given to its purpose.

Statement:

The library collection of the Barony of Southron Gaard exists to serve the research and recreation needs of populace of Southron Gaard.

The following should be collected:

- Items of interest and use to medieval / renaissance re-enactors
- Items of interest and use to members of the Society for Creative Anachronism

The following should not be collected

- Items that are entirely “out-of period” in the broadest sense of period
- Items that are significantly inaccurate or misleading

The following should be collected only with care

- Items that are well-covered by other library collections eg books of photographs of arms and armour, ‘costume picture books’ (as these types of materials are well covered in the public and university libraries we are better to collect those items that are either unavailable to those institutions eg Society publications, or that do not fit their collection profiles eg highly specialised medievalist works)

Monographs

In the past most of the monograph collection has come by way of donations (see donation policy). While donations are an important way for us to get new items we should not rely completely on donated stock. The librarian should seek information about what titles would be of value in the collection and make annual recommendations to council for expenditure. It would be entirely reasonable for the

Baronial council to place a limit on the annual expenditure, however with council permission, the baronial librarian may fund-raise to purchase stock.

Serials

Serials management to be the job of the baronial librarian.

Serials acquisition to continue as current: newsletter swaps with those groups that reciprocate.

Serials for long term retention:

- Subject specific serials eg. TI, Ars Caidus, fighting/costuming/archery magazines etc.
- Local ie. New Zealand originated newsletters.
- Our Kingdom, Baronial and sub-unit (College) newsletters.

Serials for short-term retention are to be held for two whole Society years plus the current. This will require that each May the newsletters from two years ago be disposed of.

Newsletters for short-term retention are to be checked for useful articles, which shall be copied and placed into the subject folders.

Serials for short-term retention include:

- All ‘foreign’ newsletters ie. from other Kingdoms or SCA groups, from any other non-NZ medieval groups
- Catalogues.

Donations policy

The Baronial library has in the past been largely created by donations and this is likely to continue as a major source of new items. However items will not be accepted into the library simply because they are free. All items donated must be cleared by the baronial librarian and must fit the collection policy statement above.

3. Housing the Library

The Barony was donated a bookshelf by Lord Fulk de Tourvour.

Library rotation

In the past we have had problems with the library becoming (or being perceived to be) “stuck” under one person’s control, or in one place. To ensure that this does not occur the assistant librarian’s term of office and the location of the library, should be limited to two terms of two years, a maximum of four years, after which time a new location and assistant librarian should be found.

4. Circulation Policies

Managing the circulation of stock to the populace is the business of the assistant librarian.

The loan period shall be for one month.

Check out

All items leaving the location of the library must be checked out by the assistant librarian

On check out the following procedure should be followed:

1. Check the borrower's name, address and phone number (email) in the address book and amend as necessary
2. Write borrower's name on the item's card and stamp with date stamp for one month
3. Stamp date on item – verbally remind borrower that the item must be renewed or returned by that date
4. Place the card in the card box in order of date due

Over-dues

When the item becomes one week overdue the assistant librarian will contact the borrower. They may do this by phone, email or mail depending on circumstances. If by phone the assistant librarian will not count leaving a message on either an answer phone/voicemail or with a person.

If the borrower fails to contact the assistant librarian or arrange return or renewal of the item after a second week the assistant librarian will at that time give the details to the baronial librarian to follow up.

Renewals

Items on loan may be renewed once by contacting the assistant librarian and requesting that they are renewed.

The assistant librarian will check that the item may be reserved and communicate that decision to the borrower.

Renewal will be for one further month after the original due date.

Items can only be renewed once.

Items that are more than two weeks overdue will not be renewed.

Items that have been reserved will not be renewed.

Reserving items

Items that are currently on loan may be reserved – the assistant librarian will make a note on the item card that it is requested by another borrower.

The reserving borrower may be informed of when the item is due back but NOT who currently has it on loan.

When a reserved item is returned the assistant librarian will contact the reserving borrower as soon as is possible, and within one week.

The reserved item will be held for the reserving borrower for a further week after contact, or for a maximum of two weeks from the date of its return.

Fines etc

No fines will be levied. However borrowers who *consistently* fail to return items, or return them in poor condition may have their borrowing rights revoked by agreement of the baronial council.

5. Finances and costs

There are necessary costs in maintaining a library. These should be met by the barony.

Maintenance costs

- Covering books
- Library materials such as book cards, catalogue cards etc

A small annual budget should be arranged with the exchequer to cover these costs

Circulation costs

It may be necessary for the assistant librarian and librarian to mail overdue notices. If this becomes necessary they should be able to claim for postage against the maintenance budget, assuming receipts are presented.

Collection costs

- Newsletter subscriptions: the purchase of serials eg C.A. should be reviewed on an annual basis
- Purchase of new titles: the purchase of monographs should be allowed on a case by case basis

An annual budget should be made for x amount of library collection expenditure.

Extraordinary costs

Should there be the desire to make extraordinary purchases these must be approved by Baronial council in the normal manner at which time council may decide whether to allocate operating funds to the purchase, or to fundraise for it.

Sale of weeded items

As items are removed for weeding from the collection they may be presented at a fundraising auction or sale on the condition that the revenue raised be returned to the library.

Monetary donations

Monetary donations to the library will be accepted on the condition that there are no conditions.