

**APPENDIX K**  
**NSS LENDING LIBRARY - POLICIES AND PROCEDURES**  
(Refer to Act 68-440)

1. A database will be established on the computer to track expenses and the number of publications lent on a monthly and year-to-date basis.
2. The librarian will provide an up to date list of all books available for loan and will update the list as necessary.
3. Books will be lent for one month with a one week grace period.
4. Shipping and handling cost shall be included in the lending fee.
5. Publications will be lent only to current NSS members.
6. The borrower will pay for damages which will be deducted from the deposit.
7. Time, materials, and costs will be tracked for one year.
8. The initial policies will be evaluated by the office manager quarterly. He will report to the BOG after one year of operation.
9. Books will not be insured when sent.
10. Return postage will be the responsibility of the borrower
11. Inter-library loans will be considered on a case by case basis.