

THE HERB SOCIETY OF AMERICA, INC.
LIBRARY LENDING POLICY
Approved March 2005

Members may borrow up to three items at a time, including up to one slide lecture and two videos, for a period of thirty days. Items will be shipped library rate to reduce mailing costs. Items shipped at this rate may take from two to ten business days to reach the borrower, so borrowers should request items as far in advance as possible. The lending period will commence one week from the date of postmark.

In addition to regular circulating materials, members may borrow books that were previously classified as non-circulating (out of print) at the discretion of The Society's librarian. Assessments of individual titles based on condition or rarity will be made on a case-by-case basis.

Borrowing Procedures

To request materials, write, call, fax or email the librarian at headquarters.

Reserves

Library materials may be reserved. Contact the librarian to hold materials for a specific date.

Mailing Charges and Deposit

Mailing charges are based on current USPS rates per item, and the borrower pays return postage. Borrowers will be invoiced for mailing charges and may return payment when items are returned. Note that charges cover the cost of shipping and handling and are not a rental fee. Mailing charges are subject to change without notice.

Borrowers of slide lectures and videos must submit a valid credit card number to serve as a deposit before items will be mailed. No fees will be charged unless items are not returned or are returned in damaged condition. Any existing damage will be noted in library records before items are mailed. A copy of the note will be included with the mailing.

Overdue Items

When returning library materials, the date of postmark determines the date books are returned. If the postmark exceeds seven days past the due date, late fees of \$2.00 per week will be charged.

A borrower may not have an outstanding balance of more than three items at a time. All outstanding balances for unpaid fees must be paid by the end of the fiscal year. Fees may not accrue to more than \$15.00/year. Fees of \$15.00 or more must be paid before a borrower may check out items. Borrowers with outstanding fees will be contacted according to the same schedule as borrowers with overdue items. After an item is seven days overdue, the borrower will be notified by phone or email. If no response is obtained, and/or the item is not received within seven days of the first notice, a written notice will be mailed. If no response

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is received within fourteen days of the first written notice, a second written notice will be mailed. If no response is obtained and/or the item is not received within forty-five days of the due date, the borrower will be charged for the missing item, based on the replacement cost.

If no response is obtained within 30 days after being billed for the replacement cost of missing items, the member will no longer have borrowing privileges at the HSA library.

Video Disclaimer

All videos are mailed with the following disclaimer to protect The Society from liability:

“Videotapes loaned by The Herb Society of America Library are for home use only. In accordance with U.S. copyright law, showing tapes to public groups is prohibited, unless borrower obtains permission from the copyright owner.”

The copyright law provides exemptions for the use of videos in certain educational settings. It is the responsibility of the borrower to review the copyright law and determine whether or not desired use qualifies for an educational exemption. Please note that the copyright law provides guidelines but is subject to interpretation.

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