

## **Guidelines for Use of the SBMA Fearing Library**

The Constance and George Fearing Library collects materials to support the research of the museum staff and docents, and as a community resource for all who are interested in the visual arts. The library is open to the public on a reference basis. Borrowing privileges are a benefit of museum membership.

1. The library is open Tuesdays, Wednesdays & Thursdays, 1 – 5 PM.
2. But docents can use the library anytime: just have the guard let you in
3. All visitors are asked to sign the Visitor Register even when Heather is not there. Please always sign the register.
4. All materials must be signed out using a Check-Out Slip.
5. Most items may be borrowed for 2 weeks. Permission to renew material may be obtained by telephoning the librarian at (805) 884-6451.

### **SPECIAL NOTE: THIS IS A NEW POLICY!**

An overdue fine of 25 cents a day will be charged.

If a book is lost or severely damaged, the replacement cost of the book, plus a \$25 processing fee will be charged.

If the lost item is irreplaceable through normal channels (such as book dealers on the internet), a fee of \$200 will be charged.

If an individual who borrows materials for personal use must be reminded to return overdue materials, or if the materials are damaged, borrowing privileges will be suspended. (Staff may borrow materials indefinitely by arrangement if the materials are needed to support Museum research.)