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## *ISC/SCI Lending Library Policy*

***Date approved by executive committee: April 10, 2023***

This policy will guide the creation and management of the ISC/SCI Lending Library.

It was created by the ad hoc lending library creation committee composed of Margaret de Boer and Carlisle Froese. This policy should be reviewed after six months.

This policy addresses the parts of the mission statement of ISC/SCI that deal with making information about indexing techniques available to members and encouraging the professional development of indexers.

### ***Purpose of Library***

The aim of the library is to provide a comprehensive collection of resources on indexing, free of charge, for ISC/SCI members.

### ***Management***

The library comprises a collection of both hardcopy and digital resources. Digital resources will follow at a later date.

Both of the Library Officer positions are voluntary positions.

The library is managed by the Library Committee.

### ***Library Committee***

The Library Committee is composed of two Library Officers. One Library Officer will maintain the collection holdings spreadsheet, take care of acquisitions, track expenses, and ensure website collections list remains current. One Library Officer will be the custodian of the hardcopy collection and mail out requested books.

Library Committee Officers are appointed by the ISC/SCI co presidents and serve for a two-year period, with optional appointment renewal.

### ***Catalogue***

The catalogues for the ISC/SCI collections can be accessed on the ISC/SCI Library webpage in the member's area of the ISC/SCI website.

### ***Promotion***

Notices regarding new items or other library news will be reported in the *ISC/SCI Bulletin* and as news items on the homepage of the ISC/SCI website. The library officers will also occasionally use the ISC/SCI membership mailing list to release acquisition announcements and other promotion announcements.

### ***Location***

The hardcopy collection will be held centrally in Canada (Toronto) with one of the Library Officers. According to demand, a collections location in western Canada may be considered in the future.

### ***Acquisitions***

The collection may be added to via donations or purchases. The Library Committee will use the funds allocated to the library budget indicated in the annual ISC/SCI budget.

### ***Funding***

The cost of acquisitions for the ISC/SCI collection is to be categorised as a library expense.

Library Officers are to be reimbursed for the cost of mailing bags, labels, postage of books to members, and other miscellaneous office expenses. This is also to be categorised as a library expense.

### ***Selection and deselection***

For material added to the collection, the selection criteria are:

- textbooks, guidelines, or other publications on indexing
- textbooks or guidelines on editing that are likely to be of significant interest to indexers
- other publications on language or related topics likely to be of significant interest to indexers
- indexing-related publications that may be useful for training purposes
- French language resources

- Business and finance resources pertaining to freelance and small business work in Canada

Deselection (culling) of outdated material may be done as necessary, bearing in mind that older material may still be relevant and/or useful for training purposes. Culling will be done by the Library Officers. Material discarded may be donated to interested ISC/SCI members.

### ***Loans***

*Eligibility for Loans:* All members of ISC/SCI who reside in Canada may borrow items from the collection.

*Procedure:* Hardcopy resources may be collected and returned in person or via post. There may be a wait list on certain items. If items are sent via mail, a prepaid mail bag will be included for return of the item.

*Loan Period:* Initial loans will be for one month. They will be limited to one book at a time.

*Extensions:* Loans may be extended at the discretion of the Library Officers if the item is not on a wait list.

*Conditions:* Lost items must be replaced or the value of the item repaid in full by the borrower. Historic texts or texts where there is no reasonable expectation to be able to replace, that are lost or damaged beyond repair, will incur an additional fee of \$50 CAD. Failure to pay any library fees will result in members losing access to membership benefits such as discounts, mentorship, and webinars.