

OPCAAW Web Site Library Procedures for use

OPCAAW is extremely fortunate to have a considerable library of various media, (books, magazines, DVD's, VHS tapes etc.) The library is so large that it is not physically possible to bring it to our monthly meetings.

The library material that we have is available to all members in good standing in the organization. (Dues are current)

All materials are now on the OPCA AW Web Site. They are separated into the following categories:

- 100 Books
- 200 Magazines
- 400 DVD
- 500 VHS

When you locate an item you would like to check out on the OPCA AW Master Library List simply email Linda Henderson – Librarian – lhend10@msn.com with the following information from the Master Library List.

NOTE: Materials can be requested at regular monthly meetings by completing a request form.

EXAMPLE:

Title	Making Screw Threads in Wood by Fred Holder
Media Type	Oversized paperback
ID#	100-29
Name	John Doe (your name)
Phone#	360-111-2222
E-mail address	johndoe@yahoo.com
Date of request:	11-2-08
Date request filled:	11-4-08

If the item is not available (signed out) she will call or send you an email. If the item is available she will bring it to the next regular meeting where you can pick it up.

To ensure that all members have an equal opportunity to share the materials in our library please return all borrowed material at the next meeting. (One month)

If you find a problem with the item please attach a note explaining the problem so that it can be repaired or replaced.

Linda Henderson, Librarian