

(Revised August 24, 2009)

**OPERATING PROCEDURE,  
ADOPTED BY THE EXECUTIVE COMMITTEE  
FOR THE TGOA/MGCA NATIONAL HEADQUARTERS  
LENDING LIBRARY**

**GENERAL:**

1. The purpose of the TGOA/MGCA lending library is to provide a reference source for the members to obtain on a temporary loan basis, numerous publications associated with gardening and related interests.
2. The TGOA/MGCA headquarters staff is responsible for implementation of the library procedures.
3. Annual Index of the TGOA/MGCA library will be prepared and distributed to all TGOA/MGCA affiliated clubs during the second quarter (April/May/June) of each calendar year.

**OPERATING INSTRUCTIONS:**

1. Books may be loaned to affiliated TGOA/MGCA clubs or individual members as requested. The loan period will be for a maximum of 60 days. National will pay the cost both ways for postage and handling for the members doing book reviews. All other members requesting the loan of books must agree to reimburse the library for the cost of postage and handling. A suspense file will be maintained and follow-up on delinquent books or fees will be through the club president.
2. A value of \$35.00 will be established for each loaned book. If efforts of recovery have failed, TGOA/MGCA headquarters membership file will be annotated to reflect a charge of this amount to the club or applicable member. This amount will be collected in addition to the annual membership fee, submitted by the club or member as appropriate. Follow-up billing will be accomplished by TGOA/MGCA headquarters.
3. All library items identified as "Autographed Copy" or "Donated Book" will be included in the TGOA/MGCA library index but will not be made available for loan. Because of the historical and valuable addition to the library, they are to be considered "permanent" and not subject to loan or disposition. Future receipts of books in this category will receive the same courtesy.
4. As publications are received by the TGOA/MGCA office, they will be entered into the library computer system and made available for loan. An announcement will be made in the TGOA/MGCA newsletter as to the receipt of new books and then added to the library index which is published on the website.
5. In the case that two copies of the same publication are received, one copy will be entered into the library computer system and the other copy as follows:

a. The second copy will be secured by the TGOA/MGCA office and furnished to the host club prior to the annual convention. These publications will be awarded as prizes to convention attendees.

b. It is the responsibility of the host club to award these prizes. However, a record of the recipient and the title of the book will be furnished national headquarters. Publication of this information will be made by the national headquarters in the TGOA/MGCA *newsletter* for both informational and promotional purposes.

6. To keep this library viable, an annual audit will be accomplished and outdated publications will be identified and removed from the active files. The following procedures will be used to determine outdated publications.

- a. Revised publication of an existing book.
- b. Republication of an existing book.
- c. Books with print date in excess of 19 years.
- d. Books with unrelated interest (to be used only if the above procedures fail to meet the space constraints.)

7. Annual disposition. A listing will be prepared by the headquarters staff and furnished to all affiliated clubs indicating books declared in excess to the TGOA/MGCA library. Disposition will be as follows:

- a. Offered for dispersment at the annual convention to member attendees for inclusion in their local club libraries or for the clubs to use as door prizes or hand out to their local members.
- b. At the conclusion of the disposition cycle, those remaining books will be offered for sale to a used book dealer. Any funds received will be deposited in TGOA/MGCA building and grounds fund or used to purchase additional books for the library at headquarters.
- c. Books not disposed of as above will be carried forward and included in the following year's disposition procedures.

## **BOOK REVIEW COMMITTEE MEMBERS AND ACTIONS**

**HISTORY:** Books furnished by publishers request our comments. In turn, they ask for copies of our printed comments. To insure continued participation in the publisher program, TGOA/MGCA will follow these guidelines:

1. Establish a book review committee. A viable/active chairman should be secured. He or she in turn procures a number of “active and responsible” members to prepare book reviews. Currently, we have 42 categories in the library.
2. As a new book is received, it would be forwarded to one of the committee members for review. The member will prepare a short review of the publication and return the review and book to the TGOA/MGCA office. Generally, the review should cover:
  - a. Strengths.
  - b. Weaknesses.
  - c. Overall comments and recommendations of the reviewer.
  - d. Reviews should be limited in space.
3. This information will be published by TGOA/MGCA headquarters in the TGOA/MGCA newsletter under a special “Book Review” column. The resulting review will be furnished the publisher.
4. With this in mind, TGOA/MGCA should benefit in the eyes of the publisher, and if used for promotion, the public eye.