

## **The Lakeshore Stamp Club Virtual Library**

CONSIDERING that the Lakeshore Stamp Club (LSC) has recently sold many of the reference books it had in its library;

CONSIDERING that even if all those books were not consulted in recent years by the LSC members, but could still represent important references in the future;

CONSIDERING that many LSC members have reference books that could interest and may be useful to other LSC members, including some references that are out of print;

The LSC Executive Committee PROPOSE that the LSC make available to all LSC members a Virtual Library where members will agree to list and loan some of their reference material according to the following criteria:

- A member (the Virtual Librarian: VL) will be in charge of the Virtual Library; all loans between members will be handled by the VL;
- Unless otherwise agreed upon by a member, the name of the owner of the books will be kept confidential by the VL; a copy of the list will be send to the President;
- Members wishing to contribute books to the Virtual Library will send to the VL the list of the books they agree to loan to other members (see *Form* next page);
- The VL will collate all available books in one Excel list (see next page the *Collated distribution list*) divided in sections (Canada, Postal History, etc);
- The Collated distribution list will be send to all LSC members;
- A member wishing to consult a book will send a request by email to the VL;
- The VL will contact the owner of the book and ask him /her to bring the book at the next meeting of the Club;
- The VL will advise the member who requested the book that the book will likely be available at the next Club meeting;
- The VL will acknowledge receipt of the book and enter it in the 'loan registry';
- The book will be provided to the requesting member for a period of two weeks, after which the member will return the book to the VL;
- The VL will advise the owner of the book that he has received it and will return it to the owner during a Club meeting.