

# WFFC OPERATING PROCEDURE

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**Number 402**

Revision Number: A

Date: -Feb.24.2003

**SUBJECT:** Library Committee

Michael Wearne  
*ORIGINATOR*

**RESPONSIBLE OFFICE:** Secretary

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*APPROVAL (Resp. Officer)*

**AFFECTED OFFICES**

\_\_\_\_\_  
*APPROVAL (President)*

## **I. PURPOSE:**

This procedure establishes guidelines for the conduct of WFFC Library operations.

## **II. SCOPE:**

This procedure applies to the activities of the Washington Fly Fishing Club Library Committee.

## **III. REQUIREMENTS:**

- A. Background:** Over the years, the WFFC has accumulated many books and other media about (or related to) the subject of fly fishing.
- B. Responsibility:** The Library Committee Chair is responsible for ensuring the safeguarding these assets; for providing club members with the ability to check out the books and other media; and for providing an operating budget estimate to the Club Treasurer during the Club budgeting process to support the WFFC Website activities.
- C. Library Assistant:** Although not required to do so, the Library Chair may enlist the assistance of a willing club member to assist on the Library Committee, through retrieving requested books from the self-storage locker; through re-filing returned books to the locker; and through reflecting these actions in the online database.

#### IV. PROCEDURES:

- A. Background:** During those years when club meetings were held at The College Club, the fly fishing library books were housed in a very-large double-sided locked wooden bookcase, which had been lovingly constructed for that purpose by a club member. The bookcase was stored behind the bar, but due to the confines of the space, it was only marginally accessible. Once the closing of The College Club became imminent, the bookcase and all of its contents were moved to a self-storage locker.
- B. Budget:** The Library Committee Chair shall provide an estimate of operating budget information to the Club Treasurer during the Club budgeting process to support the WFFC Library Committee activities.
- C. Titles:** When a flyfishing book (or other media) is donated to the WFFC Library, it will be examined for appropriateness to be included in the WFFC library inventory. If that is deemed appropriate, or if it has been specifically purchased for the library, it will be assigned an inventory number; will be labeled on the spine with that number; will be labeled on inside the cover with a WFFC Library sticker; will be added to the online inventory; will be placed in its appropriate physical location in the library.
- D. Checkout:** Books and other media are requested (via the member area of the website). They will be brought to the next monthly membership meeting, and be available for checkout by the requesting member at the Ghillie checkin desk. If the requesting member does not show up and check out the title, it will be returned to inventory.
- E. Return:** Books and other media must be returned within (2) months from checkout.

<sup>1</sup> Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/24/2013