



## CIC Review Book Lending Library Protocol

2023

1. One of the SFBA General Directors will be designated “Librarian” for a two-year term.
2. The Librarian will be responsible for:
  - a. Keeping the CIC review books and providing one to an SF APIC member as requested.
  - b. Keeping track of the books and who has checked them out.
    - i. Name, facility, email , date checked out, date checked in
3. The Librarian will announce the program at the beginning of each year.
4. The following steps are involved in the checkout process:
  - a. Books are checked out for two months.
  - b. A check for \$99 will be given as a deposit to the Librarian. The check can be provided in person at an SF APIC meeting or mailed to the Librarian.
  - c. Once the check is received, the Librarian will provide the book in person at a SF APIC meeting, or mail book to chapter member.
  - d. Books to be returned at APIC meeting or mailed to Librarian two months after checkout
  - e. If not returned:
    - i. Librarian will contact member via email and remind them to return the book. Will remind member that if not returned in two months the deposit will be cashed as it will be assumed the books are lost.
    - ii. If not returned four months after books initially checked out; the deposit check will be cashed.
    - iii. Another set of books will be purchased to replace lost books.