



Buffalo Triathlon Club (BTC)

Library

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1. Overview

- a. The basic idea of the BTC library is to compile a collection of triathlon-related materials that members can borrow for a short period of time. The most likely items will be training DVD's and books. Library privileges will be tied to volunteerism, in an attempt to provide extra incentive for members to volunteer to help out with club sponsored activities.

2. Benefits to club members, and club in general

- a. The primary benefit to club members is that they will have access to triathlon training materials, such as DVD's, without needing to spend their own money to purchase them. The nature of such training materials is that they are usually only viewed once or twice by an athlete, and then have no additional value to that athlete. These types of materials lend themselves well to a library scenario, where multiple athletes can continue to benefit from the materials after their initial purchase.
- b. There are two primary benefits to the club itself. First, member benefits such as this one help to increase the value of membership, and thus increase the marketability of the club to new members. Second, by linking library privileges to volunteerism, the library will hopefully motivate more members to volunteer at club events.

3. Addition of materials to the library

- a. The BTC will periodically allocate funds to purchase materials for the library.
- b. All items purchased for the library must be approved by the BTC officers and Board Members.
- c. All active members of the BTC can submit requests to the librarian for materials that they would like to have added to the library. Requests will be honored in the following order, when funding is available.
 - i. Requests from members who have volunteered at multiple club events during the past year.
 - ii. Requests from members who have volunteered at a single club event during the past year.
 - iii. Requests that receive "votes" from multiple members who have not volunteered at any club events during the past year.
 - iv. Requests from single members who have not volunteered at any club events during the past year.
- d. Items may also be donated to the library. Donated items must be originals – not copies.

4. Library privileges

- a. A BTC member may borrow one item from the library, for two weeks. Members are only allowed to borrow one item at a time. Members may keep an item for an additional 2 weeks, assuming that there are not any other members that are on the waiting list for that item. For multi-disc series, each disc is considered a separate item, and must be borrowed one disc at a time.
- b. The delivery of the item to and from the library is the responsibility of the borrower. Once an item is requested by a member, the 2-week countdown begins when the item is picked up, or when a second member requests to be “next in line” for that same item, whichever comes first.
- c. Library patrons agree to make arrangements to return the items on time. If they do not, the following consequences will apply:
 - i. Up to 1-week late: \$5 fee, which will be put towards the purchase of future items for the BTC library.
 - ii. 1-2 weeks late: \$15 fee, which will be put towards the purchase of future items for the BTC library.
 - iii. 2+ weeks late: The member will be required to pay the cost of replacing the item in the library.
- d. If a library patron does not return an item that they borrowed from the library, their BTC membership will be suspended until they pay the fee listed above.
- e. The BTC librarian will keep track of which items have been signed out, by whom, and when they are due back. If a member requests an item that is currently signed out, the librarian will place them on a waiting list, and inform them when the item is available.

5. Storage and tracking of library materials

- a. The BTC librarian will be responsible for storing the items, and keeping track of their whereabouts (as described above).
- b. A list of available library materials will be kept up-to-date on the BTC website.