

Crane Lakes Library Policies and Procedures

The Crane Lakes Library was started in 2003 and contains a collection of books, magazines, and puzzles. It operates as a lending library with the purpose of supplying material for the recreational, social, and informational needs of the community. For the most part, the books and materials have been donated and processed by Crane Lakes Library volunteers. All library items are borrowed and returned using the honor system.

Library Goals

- Provide and maintain a collection that is diverse in format and content.
- Encourage the community to use and support the library with their donations of fiction and nonfiction books, magazines, and puzzles.
- Encourage the residents to choose books and materials they are interested in and return them in a timely manner.
- Selected free books are available on the rolling cart and are not expected to be returned.

Responsibilities

- The Primary responsibility for selecting materials placed in the library rests with the Chairperson(s).
- Volunteers help the Chairperson with various duties, as listed below.

Collection Development by the Chairperson(s)

- The Crane Lakes Library collects Fiction and Non-Fiction Materials on a variety of topics.
- Books, magazines, audiobooks, and puzzles that are donated will be evaluated and placed into the collection based on their appropriateness, scope, accuracy, and timeliness.
- All donated materials will be evaluated, and the Chairperson(s) reserve the right to use the materials as seen fit. Materials that are outdated or unusable will be removed or donated locally.
- The Crane Lakes Library collection should be continually evaluated according to the needs of the Crane Lakes residents.
- Materials will be withdrawn that contain obsolete subject matter, as well as items that are no longer useful, worn, or damaged.
- The HOA annual budget includes an operating library budget for supplies and materials to be used by the Chairperson(s) to maintain the collection.

Procedures

- Books are organized as fiction or non-fiction, then labeled by their genre, author or minimal local classification and shelved accordingly. (see Library Guidelines)
- When new books are entered into the system their entry date and publication date will be placed on the title page as well as a mark each time the books is returned.
- The Crane Lakes stamp will be placed on the first page of the book, and title page.

Volunteer Responsibilities

- All donated material will be checked for the copyright date, condition of the book, and to see if it meets the established Library Guidelines. It is then placed in a designated area for further evaluation and processing.
- File the returned books and materials within their category depending on its designated label.
- When filing the returned books, check for duplication and date of publication. If older than 10 years or duplicated, place in a designated area for further consideration.
- Check the magazine rack and remove outdated issues, older than four months.
- Straighten up the library shelves and participate in projects initiated by the Chairperson(s).

Library Guidelines

- Due to the limited space, books not considered for inclusion are textbooks, cookbooks, medical journals, reference books, political and religious books.
- If a book is duplicated, the hard cover edition is preferable in lieu of a soft cover or paperback depending on which is in the better condition.
- Books not included in the library may be donated locally.
- Books are determined to be Fiction or Non-Fiction and labeled as such.
- Fiction books are further labeled if they fall into categories such as Mystery, Historical, or Romance, and then by their author.
- Non-fiction Books are labeled and shelved according to their subject. The Following labels are also placed on the spine when appropriate: Biography, History, Politics, Self Help, or Sports etc.

All discarded items will have the “Crane Lakes Library” stamp blacked out and their identifying labels removed.

Prepared by: Martha Smith, Chairwoman

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