

# The Chicago Power Squadron Library

## LEARNING GUIDES

The latest addition to our library's fast growing collection of videos and books is the entire selection of the USPS Education Department's Learning Guides. This is comprised of twenty-three home study programs on a wide range of nautical topics. Each of these home study Learning Guides will be available for your review at our regular CPS monthly meeting. They will be on display along with the library's video's and a list of the library's books. Unlike the library's videos and books, the Learning Guides can not be checked out. You may place an order for one or more of the guides and the library will purchase a copy for you from the USPS Educational Department and bring it to the next CPS meeting. The average cost of a Learning Guide is about \$7.50. The purchase cost must be paid at the time you place your order.

## BORROWING PROTOCOL

1. The library's videos, charts and books will be available for checkout and returning at the Squadron's regularly scheduled monthly meetings.
2. Only Chicago Power Squadron members may check out items from the library..
3. A maximum of two items may be checked out by a member or family at one time. An additional video, chart or book may be borrowed only if another squadron member does not desire to select them as their first choice to borrow. No more than three items can be checked out at any one time.
4. Videos, chart and books may be checked out from one monthly meeting to the following month meeting. The items must be returned by the monthly meeting following the one in which they were checked out.
5. A five dollar (\$5.00) deposit is required for each item checked out. Two dollars (\$2.00) will be refunded upon the timely return of the item. The remaining three dollars (\$3.00) will be retained to assist in the funding for additional library purchases.
6. Reservations will be taken when a video or book has already been checked out. Reservations can be made at the meeting with the librarian Douglas James. He may also be contacted at home.
7. Full loss of deposit will occur when a video or book is not returned on time.
8. Full replacement cost of the video or book will be automatically assessed if a book or video is not returned within three CPS business meetings.
9. There will be no charge to CPS instructors who plan to use the video or book as a teaching aid in their respective class.
10. The library has available a VHS video cassette player which maybe rented on a monthly base from one meeting to the next. There is a three dollar (\$3.00) per month rental charge. Please call the librarian, Douglas James, to make rental arrangements prior to our meeting so he can arrange to bring it to the meeting for you.

## CONTRIBUTIONS

1. The Chicago Power Squadron library welcomes and encourages donations to its inventory of videos and books.
2. A recognition label will be attached to each video and book identifying the contributor and acknowledging the Chicago Power Squadron's gratitude for the donation.
3. For each video or book donated to the Chicago Power Squadron library, the contributor will receive credit towards two free checkouts of a video or book.
4. Along with educational subjects, the library welcomes contributions of recreational and non-fictional subject matter.
5. For federal and state charitable tax contribution deductions the Squadron's Librarian will prepare a letter of receipt and approximate value of the contribution upon request.
6. Donations can be made at the Squadron's monthly meeting. The donation should be given to the Squadron's Librarian, Douglas A. James, or the Squadron's Education Officer.

**Please consider contributing to the library if you have any videos, charts, books or publications you are no longer using and are just collecting dust and taking up space.**

**Lt/C Douglas A. James, P  
Librarian**