



PMI Mid-Missouri Chapter, Inc.

Policy/Procedures for the PMI Mid-Missouri Chapter, Inc. Library

PMI Chapter Membership brings with it access to a number of valuable library resources to help you with your project management duties, help you prepare for the PMP examination, or to continuously help you keep your Project Management knowledge up to date. A few policies and procedures will help keep the library well supplied to serve the membership. You are encouraged to take advantage of the resources and to contribute to the success of the library by following these policies and procedures.

Checkout and Return

- 1) Any chapter member in good standing may check out materials at 217C Oscar Drive by providing their name to be verified against the PMI Mid-Missouri member list and filling out the checkout form.
- 2) Any item checked out should be returned to 217C Oscar within 1 month unless you recheck the item. When returning the item, please note the date returned on the checkout form, so it is clear that you no longer have the item in your possession.

Finding the Library Resource You Need

- 1) Library holding lists will be available in the library and in MS Word format sorted by Author and Title. You may check descriptions of the books listed in the PMI website bookstore at <http://pmibookstore.org>. You can browse through the book physically by visiting the library at 217C Oscar Drive to see if it meets your need.
- 2) If you believe additional resources should be added to the library to improve its coverage of the Project Management profession, you may present your suggestions to any board member. The Board will vote to acquire new library holdings according to availability of funds for this and other Chapter needs.
- 3) Donations of Project Management resources will be gratefully accepted as long as the material is not more than 4 years old according to the copyright date.

Failure to Return Library Items

- 1) Any item that is more than 1 month overdue will necessitate a contact from a Board member or someone on their behalf. If you are called to return a book please try to return it as soon as possible. If the library item has not been



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returned by 1 week after the first contact you will be sent a written notice by mail or e-mail documenting the late status of the book and asking you, once again, to return it promptly.

- 2) If the library item has not been returned by 1 week after the written notice, an overdue fine will be assessed on the item of \$1.00 per week, not to exceed the member cost of the item. Library privileges will be curtailed until you have returned the item and paid the fine. Paying your fines and returning the item restores you to full library privileges.
- 3) If the borrowed item is returned and you do not pay the fine, library privileges will be suspended until the fine is paid.
- 4) If you do not pay the fine and fail to return the borrowed item within sixty (60) days of written notice, the Board will vote as to whether to revoke your Chapter membership until the fines and membership dues are paid. A notice will be sent by mail or e-mail notifying you of the action taken.