

Williamsburg Spinners and Weavers Guild
EQUIPMENT POLICY

Equipment owned by the Williamsburg Spinners & Weavers Guild may be borrowed by members in good standing. (A “member in good standing” is defined as a person who has paid dues for the current year and does not have overdue Guild materials).

A designated “Equipment Manager” will keep track of where each Guild owned item is and whether it is in need of maintenance, except for books, DVDs and magazines.

To borrow equipment, a member will contact the Equipment Manager. The requested item will be returned to the Equipment Manager, who will pass it on to the member requesting it.

Equipment may be borrowed until another Guild member requests its use.

Should a borrowed item be lost or irreparably damaged, upon consultation with the guild officers, the member should try to find a replacement.

Current guild officers should be consulted to ensure that any donation of tools or equipment enhances the equipment collection, or is an item that the guild might be able to sell or donate elsewhere.

Accepted 7/20/2015