



Kingdom Abuse Survivors Project  
Supporting Survivors of Childhood Sexual Abuse  
in Fife

## Library Lending Procedure Information for Borrowers

KASP holds a number of books, which are available to be borrowed by clients, staff (paid and unpaid) and other interested professionals. This lending procedure has been introduced to ensure that this valuable resource is co-ordinated and maintained.

### Lending of KASP books

Due to the small number of books held in stock, only one book can be borrowed at any time. All requests for borrowing should be directed to the Project Administrator, or in her absence, any member of KASP paid staff.

To maintain library stocks all borrowers are encouraged to donate 50p to the Project via the Project Administrator every time a book is borrowed. This fund will be used exclusively for purchasing more book titles and replenishing stocks of books that are not returned.

All books will be issued for a period of 4 weeks and you are expected to either return books within this timescale or renew the book before the end of the 4-week period. To renew a book please contact the Project Administrator prior to the date that the book is due to be returned to KASP. Books can be renewed for a maximum of 2 times (total borrowing time = 12 weeks) before they must be returned and made available to other borrowers. You will not be able to borrow any of KASP's books if you have any books outstanding until such books are returned.

### Tracking borrowed books

Where a book has not been returned on time, a reminder letter will be sent out to you, inviting you to either return the book or renew the book.

## Recalling Books

A list of all the books that K A S P holds, including a short description of the book, is available next to the books in the main office and the group room. If the book you wish to borrow is on loan to another individual you can ask the Project Administrator to recall the book. In such cases a letter will be sent to the individual who has the book explaining that the book is being recalled and must be returned within two weeks of the date of the letter. Recalled books will be kept aside for you for a period of 2 weeks from the date that the books are received at K A S P. You are responsible for contacting K A S P to find out if the book is ready for collection, as no reminder letter will be sent. Recalled books, which are not collected by you by the end of the 2-week period, will be placed back in the library.

## Lost Books

K A S P recognises that it is inevitable that a small number of books may get lost. If you lose a book please inform the Project so that we are aware that this is a book that requires to be re-purchased.

## Requests for Books

K A S P will keep a list of books that individuals request K A S P to purchase and as funds become available will endeavour to purchase books requested.

## Suggestions

K A S P welcomes suggestions from you as to how to improve this facility. Please direct any comments to any paid member of staff who will channel your suggestion in the appropriate direction.