



Policy Manual

MAUI EQUESTRIAN LENDING LIBRARY

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Approved by: Leigh Anne Ellison,
Library Administrator

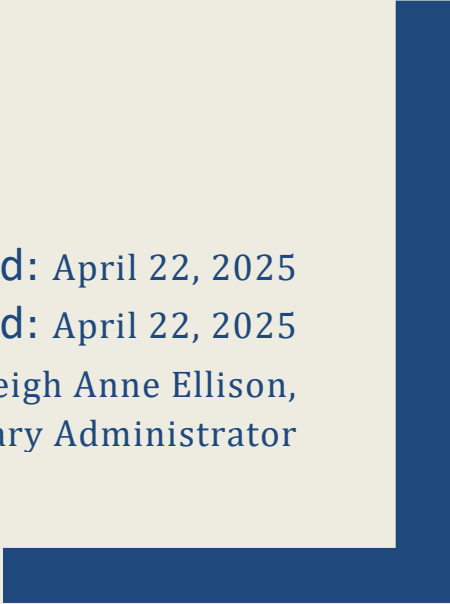


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Mission and Goals

Mission Statement

The Maui Equestrian Lending Library supports the equestrian community of Upcountry Maui and beyond by providing access to high-quality resources on horse care, training, and riding. Through its specialized collection, the library fosters lifelong learning, skill development, and the preservation of equestrian knowledge, with a focus on tropical horse keeping and sustainable equestrian practices.

Goals

Preservation and Resources

- Ensure the long-term care and maintenance of the library's collection by implementing proper preservation techniques, including cleaning, repairing, and protecting materials from Maui's tropical environment.
- Create digital and physical records of the collection for cataloging, tracking, and inventory purposes.

Accessibility

- Develop lending policies and procedures that make the existing resources available to the equestrian community while ensuring the sustainability and proper use of the collection.
- Establish a user-friendly system for discovering and borrowing materials, whether through an online catalog, physical browsing, or a combination of both.

Community Engagement

- Actively promote the library within the equestrian community to raise awareness of the available resources and their potential to support rider and horse training, horse care, and equestrian education.
- Build relationships with community members to encourage input and support for the library's mission.

Resource Sharing

- Facilitate equitable access to the collection by creating clear membership guidelines and lending rules tailored to a private special library's unique context.
- Offer guidance on how to use the resources effectively, such as recommendations for training exercises, horse care techniques, or reading lists.

Stewardship of Donated Materials

- Honor the legacy of the donated collection by preserving its integrity, ensuring it remains a valued resource for the equestrian community.
- Maintain detailed records of the donation's origin and significance to ensure the collection's history is preserved alongside its physical items.

Laying the Foundation for Growth

- Assess community needs and gather feedback to identify gaps in the collection and potential areas for future development.
- Explore funding and support opportunities, including grants, partnerships, and memberships, to enhance the collection over time.

Sustainability

- Create operational policies and practices that ensure the library's ongoing functionality with minimal financial and administrative overhead.
- Encourage responsible borrowing and care for materials to maximize the longevity of the current collection.

Governance and Contact Information

Location: 520 Omaopio Road, Kula, HI 96790

Contact Email: mauihorselibrary@gmail.com

Website: mauequestrianlendinglibrary.org

Library Administrator: Leigh Anne Ellison

Operating Hours: by appointment only

The Maui Equestrian Lending Library is currently administered by its founder, Leigh Anne Ellison, who is responsible for the overall management of the library, including preservation of the collection, cataloging, member services, and policy development.

Current Structure

- The library operates as an independent, privately managed organization.
- All decisions regarding the library's operation, collection management, and services are made by the administrator with input from the equestrian community.

Future Governance Goals

As the library grows, the following governance structures and goals will be pursued:

- **Formation of a Library Board**
 - A volunteer advisory board will be established to provide guidance on library operations, assist with strategic planning, and represent the interests of the equestrian community.
 - The board will include individuals with diverse skills and backgrounds, such as equestrian expertise, nonprofit management, fundraising, and community engagement.
- **Nonprofit Status**
 - The library will seek nonprofit status to formalize its mission, enable access to funding opportunities, and strengthen its role as a community resource.
- **Policy and Succession Planning**
 - Comprehensive policies will be developed to ensure the library operates ethically, sustainably, and effectively.
 - Succession planning will be prioritized to maintain continuity of services and safeguard the collection in the event of administrative changes.
- **Community Involvement**
 - Regular input will be sought from members and stakeholders to guide library development and ensure it continues to meet the needs of the equestrian community.

Membership and Borrowing Policies

Eligibility

- Open to Maui residents or visitors with an interest in equestrian activities.
- Minors under 18 must have a parent or guardian apply on their behalf.

User Benefits

Members will have access to:

- A curated collection of books and materials focused on equestrian care, training, and horse-keeping.
- Lending privileges that allow members to borrow materials for personal use.
- Opportunities to engage with other members of the equestrian community, share knowledge, and participate in library events or discussions.

How to Join

- Complete the online membership application form.
- Allow up to three (3) business days for processing.
- Upon approval, members will receive a welcome email and a unique library ID (email address serves as barcode).

Borrowing Guidelines

- Members may borrow up to five (5) items at a time.
- Standard loan period is four (4) weeks.
- One renewal per item is permitted if no holds exist.
- To maintain the integrity and availability of the collection, members are asked to:
 - Treat borrowed materials with care and return them in good condition.
 - Respect the borrowing period and library policies to ensure fair access for all users.
 - Contribute to the library's mission by providing feedback, suggesting resources, or volunteering if possible.

Returns

- Items should be returned to the designated drop-off bin at the barn.
- Members are encouraged to return items in a timely manner to ensure community access.

Lost or Damaged Materials

- The Library does not charge overdue fines but may request replacement costs or a comparable donation for lost or damaged items.

Operating Hours and Visiting the Library

The library catalog is available 24 hours a day, 7 days a week at <https://www.librarycat.org/lib/mauihorselibrary>. Business hours are Monday-Friday, 8AM-5PM. Requested materials will be available for pickup at the drop box within two business days of placing a request. If materials are needed more urgently, please email mauihorselibrary@gmail.com and your request will be honored if possible.

Browsing the stacks is available upon request during business hours. Please email mauihorselibrary@gmail.com to set up an appointment.

Dropbox Location

The Maui Equestrian Lending Library Dropbox is located on the mauka side of the stone entry way to 520 Omaopio Road in Kula. When your materials are ready, they will be placed in the drop box, and you will receive a notification with your access code.

Services of the Library

The Maui Equestrian Lending Library is dedicated to supporting the equestrian community by maintaining a curated collection of resources and offering opportunities to engage with equestrian knowledge and practices. The library's services include the following:

Core Services

- **Searchable Online Catalog**
 - Patrons can explore the library's collection through an easy-to-use online catalog, providing access to a wide range of materials on horse care, training, riding disciplines, and equestrian education.
- **Borrowing and Returns**
 - Provide timely access to checked out materials and facilitate easy returns. Loan policies ensure fair access to the collection for all members.
- **Preservation and Maintenance of the Collection**
 - The library prioritizes the care of its resources, employing proper preservation methods to keep materials in circulation-ready condition and protect them from damage.

Future Programming and Events

The library aims to build a sense of community among equestrians through educational and social opportunities. As resources and membership support grow, future services may include:

- **Book Clubs**
 - Discussion groups centered on equestrian topics, offering members the chance to engage with and learn from one another.
- **Workshops and Clinics**
 - Educational programs on horse care, training techniques, and rider development, led by local experts or guest speakers.
- **Community Events**
 - Social gatherings and networking opportunities for equestrians to share knowledge, exchange ideas, and strengthen connections.
- **Skill-Building Resources**
 - Support for individual learning through curated reading lists, training guides, and other targeted resources.

Special Requests and Feedback

Members are encouraged to provide feedback on the collection and suggest materials or programming ideas to help the library grow in alignment with the community's needs.

Reference Services

The library supports members by providing guidance and access to equestrian knowledge through:

- **LibGuides and Bibliographic Verification**
 - Curated LibGuides may be provided to help members find reliable resources on topics such as horse care, training techniques, and equine health.
 - Members may request assistance in verifying or locating bibliographic references for their personal research or learning.
- **Reader's Advisory**
 - Personalized reading suggestions are available to help members find resources tailored to their specific interests or needs.
- **Community Engagement**
 - When possible, the library will share information about local equestrian events, workshops, and opportunities relevant to members.

Displays and Exhibits

The library may create displays or exhibits to promote equestrian knowledge, highlight special topics, or showcase new materials.

- Displays may feature books, articles, or other resources from the collection related to themes such as horse training, tropical horse-keeping, or rider fitness.
- Suggestions for display topics from members are welcome and will be considered as time and resources allow.

Bulletin Boards and Community Information

The library may maintain a bulletin board to share information relevant to the equestrian community.

- **Library-Generated Content**
 - Notices about library policies, events, or programming will take priority on bulletin boards.
- **Community Content**
 - Members of the equestrian community may submit event notices, flyers, or other materials for posting. Submissions must:
 - Align with the library's mission.
 - Be professional and respectful in tone.
 - Be approved by the library administrator before being displayed.
- **Duration of Posting**
 - Materials may be displayed for up to 30 days or until the event date passes, whichever comes first.

Future Enhancements

As the library grows, additional services and opportunities, such as rotating exhibits or expanded reference assistance, may be offered to better serve the equestrian community.

Collection Development and Donations

Scope of Collection

The collection includes:

- **Core Topics:** Horse care, training exercises, riding techniques, horse health, and tropical horse-keeping.
- **Disciplines:** Dressage, hunter-jumper, western, natural horsemanship, recreational riding, and equestrian sports.
- **Community Interests:** Based on survey feedback, the collection prioritizes practical training guides, resources for rider fitness, equine behavior, and tropical environment horse care.

Materials may include books, manuals, DVDs, magazines, and other media as appropriate.

Selection Criteria

Materials are selected to reflect the needs of the equestrian community and the library's mission. Selection is guided by the following criteria:

- **Relevance:** Topics align with the priorities outlined in the community needs assessment.
- **Authority:** Preference is given to materials authored by reputable experts or organizations in equestrian care and training.
- **Quality:** Resources must be accurate, well-written, and professionally produced.
- **Condition:** Items must be in good physical condition to withstand borrowing and circulation.
- **Diversity of Perspectives:** The library seeks to include a variety of viewpoints, techniques, and disciplines to meet the diverse interests of the equestrian community.
- **Tropical Relevance:** Materials addressing the unique challenges of horse-keeping in a tropical climate are sought.

Materials Not Collected

- The Library does not accept books not related to horses, outdated veterinary materials, or items in poor condition.

Weeding and Deaccessioning

To maintain a high-quality collection, materials will be regularly evaluated for:

- Relevance to the library's mission and community needs.
- Physical condition and usability.
- Currency and accuracy of content.

Items no longer meeting these standards may be removed from the collection.

Donating Materials

- Donations must be pre-approved via email (mauihorselibrary@gmail.com).
- Accepted donations become the property of the Library and may be retained, redistributed, or discarded at the discretion of the Administrator.

Suggesting New Titles

- Members may suggest acquisitions via the library website or by email.
- Final selection is determined by collection scope, availability, and budget.

Future Development

As the library grows, efforts will focus on:

- Expanding resources in underrepresented areas identified in community feedback.
- Acquiring materials that support workshops, clinics, and book clubs.
- Exploring partnerships and funding to enhance the collection.

Patron Conduct and Responsibilities

To maintain the integrity and availability of the collection, members are asked to:

- Treat borrowed materials with care and return them in good condition.
- Respect the borrowing period and library policies to ensure fair access for all users.
- Contribute to the library's mission by providing feedback, suggesting resources, or volunteering if possible.
- Maintain current contact information.

Library privileges may be suspended in cases of repeated damage, loss, or misconduct.

Confidentiality and Privacy

- Patron data (name, email, borrowing records) is stored securely in the TinyCat system.
- The Library does not sell, share, or disclose patron information.

Public Access and Outreach

- The Library is committed to transparency, equity, and access.
- Public policy documents and library information are available on the website.
- Outreach activities may include lending library events, educational partnerships, and member-driven programming.

Volunteering

The Maui Equestrian Lending Library is currently managed by its founder. While there is no formal volunteer program or "Friends of the Library" group at this time, the library welcomes support from community members who share its mission of preserving and sharing equestrian knowledge.

Future Volunteer Opportunities

As the library grows, volunteer opportunities may include:

- Assisting with cataloging and maintaining the collection.
- Supporting programming, such as book clubs, workshops, or events.
- Helping with community outreach to promote the library and expand membership.

Becoming a Friend of the Library

In the future, a "Friends of the Library" group may be established to:

- Advocate for the library's mission within the equestrian and wider community.
- Raise funds to support collection maintenance and programming.
- Provide input on the library's development and services.

How to Help Now

Community members interested in contributing to the library's success can:

- Share feedback on the library's services and collection.
- Spread the word about the library within the equestrian community.
- Donate equestrian-related books or resources that align with the library's collection goals.

Policy Review and Revision Schedule

- This policy manual is reviewed annually by the Library Administrator or designated committee.
- Revisions are approved by the Library Administrator and published on the Library website.