

DRAFT

To be added to the Organizational Details POP, to clarify questions related to Policy IV, Confidentiality and Access, E which reads as follows:

- E. Books and records are made available to member request for inspection and copying. Members may request to exclude their address or contact information from books and records requests. See Procedure.

II. Requesting and Responding to a Request for Inspection of Books and Records

A. Requesting Access

1. This procedure and attached form are not required if a member has a question regarding a piece of information that could be provided by a conversation with an Officer, Director, or Committee Chair. It is meant to address a member's request for complex or extensive information regarding OWG or OWG's operation.
 - a. Examples not requiring that a form be filled out: What was the value of merchandise sold at the last Show & Sale? How much was budgeted for Sheep to Shawl expenses in 2018?
 - b. Examples that would require that a form be filled out: How much has been expended in Grants, by year, from the Hazel Patterson Memorial Fund since it began? How much money has been donated by members to the scholarship fund? How much money has the library spent each of the last ten years?
2. Complete the form in Appendix A and forward it to the Secretary. If additional routing is required, the Request Form will be forwarded as appropriate.

B. Responding to the Request

1. Secretary will document receipt of the request and whether clarification is needed. Clarification needed/obtained should be documented on the form.
2. If the request is forwarded to another Officer, Director, or Committee Chair, this should be documented on the form.
3. Requests incurring expense or research time should be documented and verified with the requesting member before proceeding.

4. A summary of books and/or records provided should be summarized on the request form or a copy attached.

Appendix A

Request for Books and Records

Date:

Member Name:

Contact Information:

Item Requested: (Please state specific item requested. For example, year-end budget reports 2020-2030)

Format: Electronic ___ Hard copy ___ (If cost is incurred to provide this information, that cost will be charged to the requesting party.)

Reason for Request/Intended Use for Information Obtained:

Signature of Requesting Member:

Date Received:

By:

Action needed: Clarify request: ___ Forward Request: ___

Explanation:

Anticipated expense or research time communicated to Requesting Member:

Date: _____ Proceed with request: ___ Abandon request: ___

Summary of materials provided:

Date:

Signature: