

## **Leadership Asheville Leadbrary Information**

Leadership Asheville has added an additional source to our knowledgebase for LA Fellows to use in their personal and professional lives: The Leadership Asheville Leadbrary.

The Leadbrary is our collection of over a thousand books on various topics such as leadership skills, nonprofit organizations, cultural studies, philosophy, organizational communication and many others.

For a complete listing of our book collection, please visit:  
<http://www.librarything.com/catalog/leadershipasheville>

**This listing shows all the books that we have catalogued in the library. It does NOT show whether or not they are available for checkout. Please see the spreadsheet link below to see which books have been checked out.**

Our account at LibraryThing.com enables us to offer a catalog of our collection and gives you the control over the layout of the listings, allows you to read reviews, book descriptions and makes it easy to search for books based on author, title or category.

To see a live list of books that have been **checked out** from the Leadbrary and are unavailable, please visit our online published spreadsheet at:

<http://spreadsheets.google.com/pub?key=tE0FRyO3uevuLKpmDOGppbw&output=html>

*(You do not need a Google account to view the checkout list.)*

Dates highlighted in yellow mean that the due date is on the following day and should be available within 24 hours.

\* Please note: Books noted as “in office” may be available for checkout since they are only being used by our staff members in the office.

### **Leadbrary Check-Out Procedure**

1. Search our online catalog of books or make an appointment to look through our stacks at our office location. To make an appointment, please call Liz Miller at 828.348.0673. Our office is open to Fellows, but to ensure that we will be able to meet with you, calling ahead is recommended.
2. If you see a book you'd like to borrow, our Leadbrarian Liz will input the book's information along with your contact information into our active spreadsheet.
3. You will have 2 weeks to borrow the book, unless other agreements are made. Liz will send you a reminder email a day before your book is due back into the Leadbrary. If you need to request additional time, Liz will be happy to re-checkout the book for you as long as advance notice is given.
4. When ready to return books, bring back to the office M-F between 9am-4pm and leave with any staff member who will notify Liz of the return.
5. Repeat the process as many times as you would like.

### **Leadbrary Policies**

- We are reserving the use of the Leadbrary for Leadership Asheville Fellows only, but if you are a member of the community with a special request, please call us and we may be able to help you out.
- We will not charge you any fees for late returns, but do request an extension if you know you will have a book longer than the due date, please call the Leadbrarian (828-348-0673) to setup a new due date.
- If a book is significantly damaged or lost, we will have to charge you for the retail price of the book.

If you have any questions regarding the Leadbrary, please do not hesitate to call the Leadbrarian, Liz Miller at 828.348.0673 or email her at [izabemiller@gmail.com](mailto:izabemiller@gmail.com). We are extremely excited to offer this new resource to our Fellows, so please take advantage of our Leadbrary!