Lending Library

LENDING LIBRARY

This is one of the many differences between Elite Leads and other groups. I originally offered my personal business library to members, creating a free lending library. It became so popular that I began to collect books, cassettes, reference material, etc. The problem was that I began to spend a fortune in collecting this material.

Later, I discovered second hand book stores, thrift shops, and material that the local libraries were selling.

I tripled my library overnight.

Then a couple of the members kept the books more than a month, so I developed a new policy. If a member checks out material and keeps it longer than 4 weeks, they have to contribute a book or tape from their own library.

Then, one of the members contributed her 12-tape library of Anthony Robbins Personal Power Series and other books on tape. So, the library began to grow faster.

A. Adding Material to your Library Database

To Open the Database in Access:
Click [✓] Start   [✓] Programs
✓ ✓ Microsoft Access from the Menu
Open an existing file
✓ "Library001"
At the top right of form ✓□ to make window full size
✓ Form ✓ ✓ Libary Input Form
✓ "   *" at the top right to add a new record

Input material information in upper and lower case:
Title; Last Name, Author (full name), and enter the topic content in the field pertaining to whether it's a book, cassette or video.

Type the title in the "TITLE" Field, TAB

Type their last name in the "LAST NAME" Field, TAB

> "It doesn't matter Where, or How, or When you learned something. All that matters is that you learned it."
>
> A&E DeEver

Type their author in the "AUTHOR" Field, then TAB

Type the subject type in either the "AUTHOR", "CAS-SETTE" or "VIDEO" Field, depending what the material is, then TAB

Type the current date in the "DATE ADDED" Field

Continue until all new material has been entered.
✓ "▶*" at the top right to add a new record

✓ "X" top right to close File when yuo are finished adding the material

B. Create the Files for the website:
✓ Queries
✓ Library by Author
✓ Open
✓ File at the top edit row
✓ Export as HTML
✓ Save in, ✓ ✓ Desktop ✓ ✓ My Documents
Type file name: "author001.html"
✓ Save as type ✓ HTML document
✓ Save all
Repeating the process for the alphabetical listing by Title:
✓ Queries
✓ Library by Title
✓ Open
✓ File at the top edit row
✓ Export as HTML
✓ Save in, ✓ ✓ Desktop ✓ ✓ My Documents
Type file name: "title001.html"
✓ Save as type ✓ HTML document
✓ Save all
✓ Close Window
Send to corporate in as attached files by email.

"If you do a thing in the same way as everybody else, you are condemned to compete with everybody else for the rest of your life. If you do a thing differently there's not competition."
                          - A&E DeEver

Type file name: "title.html"
- ✓ Next, 4 times
- ✓ Finish, ✓ Close

C. Printing Check-out forms

To Open Library Check-out Forms (form14-library.p65):
Click [✓] Start [✓] Programs
✓ Adobe ✓ PageMaker 6.5 ✓ PageMaker from the Menu
Open an existing file
- ✓ "File"; ✓ Open
- ✓ "Form14"
- ✓ Print, type "5" for the number of copies (that will give you 30 copies)
- ✓ Pages, type 1-1 (to print Page 1 only, Page 2 is the explanation that is to be attached to the front of the Library folder.)
- ✓ Print

Place the check-out forms an envelope and carry them with you to use when you deliver material to members.

D. Using the Library Check-Out Slips

Explain to members that the library list is available for viewing through the website (Refer to 6.1). For their convenience, you might also print out a list and include it in the Calendar binder. Then, if they would like to check out material, they write the title of the book, cassette or video, the author and their name on the form.

When the material becomes available, it will be brought to the meeting. Material may be kept one month. If it is kept any longer, they will need to contribute something current and business related to the library as their fine.

E. Distributing Library Material

The Material should be kept in alphabetical order by Title. At the beginning of month, you'll need to sort through for the material that has been requested.

"Every highly successful person knows it takes a healthy dose of impatience to achieve success. They don't wait for the hand of opportunity to knock on their door. Instead, they carry their door with them where ever they go and when they see the hand of opportunity knocking, they run over and place their door in front of it."

- A & E DeEver

It is easiest if you keep the material in the order of when you will see the member (ie first Tuesday, then Wednesday, etc.). Use post-it notes to mark the material.

Circle whether it is "Book", "Cassette", or "Video"

At the meeting, double check to make sure the date is entered on the checkout form, when it is checked out and place the form in the envelope with the other forms. Have the member sign the checkout slip.

When you receive the material back, pull the checkout slip from the envelope and enter the date of return.

Refer to the Library checkout forms to see if anyone else is waiting for the material.

F. Library Late Material Notice

To Open the Library Database in Microsoft Access:
Click [✓] Start
[✓] Program
✓ Microsoft Access from the Menu
✓ "Library"
✓ Queries Tab
✓ "Library Late Notice"
✓ Design
In The 'Title Field, 5th line at "Criteria" type as much of the title to insure it's uniqueness

✓ View to return to the Graph View
✓ Save, ✓ Close
✓ Report Tab
✓ Library Late Notice
✓ Preview
✓ File
✓ Send to, ✓ email reciprient, ✓ Rich Text, Enter ✓ To
✓ Name of member to send to ✓ To:->, ✓ OK, ✓
Send

"Success is seldom found by doing a thing in the hardest way possible."
                    - A & E DeEver