

CARE OF THE PUZZLES

- 1) In order to maintain the puzzles in their best possible condition, members are asked to:
 - a) avoid staining the picture on the puzzle through the proximity of food and drink.
 - b) use their best endeavours to prevent pets from chewing pieces of puzzle. The failure to mention such damage will be recorded upon the member's record card and we reserve the right to charge for the cutting of replacements and to suspend membership if the problem continues.
- 2) On discovery that a piece is missing and once a careful search has failed to locate it, members are asked to return enough surrounding pieces to generously encircle the gap, i.e. 15-20 and these should be placed separately in an envelope within the relevant box. This number is necessary to align and paint the replacement piece successfully.
- 3) Any broken pieces discovered, or those damaged by pets should be returned in the same manner as the missing pieces.
- 4) Knobs and chips found loose in the box, or inadvertently broken off by members, should not be discarded but returned with the piece from which they were detached, together with a few pieces of surrounding puzzle.
- 5) Pieces from which the paper is lifting should also be returned in the same way for re-gluing.
- 6) When a member finds a stray piece, or one surplus to their current puzzle, it is enormously appreciated when such a piece is at once posted back to the library, where it can usually be identified and returned to the correct puzzle. Although it is never too late to send odd pieces back, delay, or the putting of such pieces in the current box without comment, often means that expensive replacements have already been cut by the time they reach us.

THE BRITISH JIGSAW PUZZLE LIBRARY

CONDITIONS on which subscriptions are accepted

- 1) The subscription must be paid in advance
- 2) Postage accounts should be settled promptly. These are sent out either at the end of the subscription period, or on a more regular basis for members who make frequent use of the library.
- 3) Members must undertake to observe the requirements for the care of the puzzles as set out on the separate sheet.
- 4) Puzzles should be returned to the library within two weeks of the subscription expiry date if not being renewed.
- 5) Members are entirely responsible for the puzzles in their possession which should not be lent to their friends.
- 6) On returning puzzles to the library, members are required to:
 - a) disconnect all of the pieces carefully when returning the puzzle to its box
 - b) state whether the puzzle is complete in the books provided for the purpose
 - c) use the foam sheet and rubber band provided to secure the pieces in their boxes
 - d) ensure that the puzzles are well protected with the supplied packaging materials prior to their return and use the supplied return address label and protective envelope on the outside of the package.
- 7) The library reserves the right to refuse any application for membership and also the right to suspend any member for non-compliance with the conditions set out above.