

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

LOAN POLICY

Affects: All Functions	Effective Date: May 8, 1996 Revised: 08/03/05; 12/16/09	Review Date:	Number
Signature: Name: Title: Board President			

A. Purpose

This policy establishes the conditions and duration for the lending of materials.

B. Policy

Standard Loan Period and Practices

The standard loan period is usually two weeks (14 days).

Items that are in high demand, such as DVDs, videos, music CDs, and software may be checked out for a period of one week (7 days).

First time cardholders may check out only two items. Once his/her card has been processed and the materials returned, the restriction is lifted.

The number of items borrowed must be consistent with the needs and rights of other borrowers. Some limits are placed on materials. A limit of five each of music CDs, DVDs and videos, and two each of software CDs may be checked out at one time, with a total limit of **30** items per borrower checked out at any one time.

The total number of items checked out may be restricted in situations where the borrower displays difficulty in following guidelines or unfairly monopolizes materials to the detriment of use by other borrowers.

Renewals

- Most standard loan items may be renewed twice.
- Items checked out for one week – which includes most CDs, DVDs, videos, and software may NOT be renewed.
- Items that are on HOLD for another patron may NOT be renewed.

- Renewals may be granted in person, by Internet using the online access to the automated system, or by telephone.
- Renewals may not be granted on materials on loan from other libraries if the lending library's due date does not accommodate the request.

HOLDS

Cardholders may request any circulating library materials, listed in the catalog by requesting that a HOLD be placed on the item, or by completing the function themselves while online in the Library or from home. The pulling of certain items by staff may be limited at times due to reduced staffing, at the discretion of the Library Director. The checkout and renewal limits that apply to items also apply to HOLDS placed on those items. Each patron may have five current HOLDS each for DVDs, videos, music CDs, and software.

The materials are transported to the Library of the patron's choice. At Springdale Public Library, notification is made by e-mail first and then by phone. Materials are available to be picked up for 4 days after notification for two week items, and 2 days for high demand (one week) items. Materials that are not picked up after this time become available to the next person on the list, or if no additional requests exist, are returned to the shelf.

In the event that a patron fails to pick up more than two requested items in a 90 day period, the patron may be blocked from placing holds for a 90 day period, at the Library Director's discretion.

Interlibrary Loan

The Interlibrary Loan Service provided by the Washington County Library System assists Springdale Public Library patrons in obtaining library materials that are not in the collections of any of the Washington County libraries

The Springdale Public Library will follow procedures and guidelines outlined by Washington County Library System and the National Interlibrary Loan Code regarding interlibrary loans.

Interlibrary Loan Service is available to all registered library patrons, regardless of age, interest, or any other determining factors. Users of this service are subject to the same rules, regulations, and fees that apply to locally owned materials.

In the event that a patron fails to pick up more than two items requested through the Interlibrary Loan service in a 90 day period, the patron may be blocked from requesting Interlibrary Loans for a 90 day period, at the Library Director's discretion.

Non-Circulating Materials

A small number of items in the collection are non-circulating, meaning that they must be used in the Library only. These items may be photocopied or copied by the Microform Reader/Printer in accordance with the U.S. Copyright Law. These materials include materials classified as "Reference," newspapers, microfilm, and the current issues of all magazines

Applicability

Responsibility

Responsibility is with the Library Director.

C. Appendices