

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

LENDING POLICY

1. Circulating items will be loaned as follows:
 - a. Books 4 weeks
 - b. New Fiction 2 weeks
 - c. Audio 4 weeks
 - d. Magazines 4 weeks (latest issue does not circulate)
 - e. Entertainment DVDs 4 days
Non-Fiction DVDs 2 weeks.
 - f. Reference materials – at the discretion of the Director or representative.
2. Circulating items may be renewed in person, by phone, or through the online catalog with the exception of material that has been requested by another patron – “On Hold”. Borrower may renew materials once online. Materials may be renewed a second time by library staff.
3. The borrower is responsible for all materials checked out under their library card number. The amount of materials checked out by any one person may be limited. The number of items shall depend upon the type of material and the public demand.
4. Unique or valuable materials will not be loaned under any circumstances. Uniqueness or value will be determined by the Director’s discretion. At the discretion of the Library Director the unique/valuable material may be used within the library facility.
5. Library equipment will be available only within the facility or under the direct supervision of an equipment trained staff member, and at the discretion of the Library Director.

Approved 4-29- 2009

Reviewed 4-23-2014

Revised 9-28-16