

Lending Policy

Revised and adopted by the Red Feather Mountain Library District Board of Trustees July 26, 2017.

Lending connects library users and library materials. Lending policy, practices and procedures are implemented to entitle the user and facilitate the use of library resources.

Circulation procedures are designed and implemented to install the best-use of materials in ways that are useful for the patron, convenient in access, allow sufficient time for use and borrowing and methods for the extension of loan periods that allows for extended use.

Library materials are a shared resource. Potential conflicts in lending or use are resolved by the institution of circulation limits for use; the purchase of additional copies of materials; or, on rare occasion, the recall of materials currently in circulation.

Lending records are confidential and subject to review only by the cardholder and other individual(s) authorized to view or use the account, Library staff in conducting administrative functions and law enforcement personnel through legally defined channels.

Library materials that are borrowed and not returned by the agreed-upon circulation-limit date are considered overdue and are subject to responsible means by the library to encourage users to return items to the library or other designated locations.

Library materials that are borrowed and not returned within a reasonable period (as determined by the Circulation Procedure) are considered lost and are subject to appropriate and responsible methods of retrieval or reimbursement of cost by the user.

Fines assessed by the Library with the use or lending of materials are intended solely for the repair, replacement or replenishment of individual items and are not used punitively or to create or enhance revenue.

The Library will enter into and honor cooperative lending agreements for resource sharing through reciprocal agreement, consortium membership and state-wide (or national) interlibrary loan and shared (or common card) agreements.

The Library will enter into and honor cooperative lending agreements for electronic materials in so far as such agreements facilitate opportunities for use, expand selection, or meet expected user interests or needs.

Revision history:

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