

Board packet February 20, 2018: Policy 3020 Circulation and Policy 3023 Fines and Fees

Friday, February 16, 2018
11:31 AM

Subject	Board packet February 20, 2018: Policy 3020 Circulation and Policy 3023 Fines and Fees
From	Ryan Livergood
To	libraryboard
Cc	Noreen Reese; Gina Ornelas; Amy Blanchard; Sandy Beda; Jan Marsh; Ryan Livergood
Sent	Friday, February 16, 2018 11:20 AM
Attachments	3020 Circulation CLEAR FINAL version FEBRUARY .doc; 3023 Fines and Fees CLEAR FINAL version FEBRUARY 2018.DOC

Good morning,

Policy 3020 Circulation and Policy 3023 Fines and Fees are attached. For an overview of the revisions staff have made since February Committee of the Whole, see Noreen's message below:

When Gina was typing up the policies for the board packet, she came up with some **great** suggestions on format for the Loan Periods and Circulation Limits portions of Policy 3020 Circulation so that they are easier to read and understand. The newest versions reflect those format changes.

While Amy and I were reviewing those changes, we thought that we should make 2 other changes that are not just format:

- We moved Adult and Juvenile Non-fiction DVDs /Blu-rays from a 21 day loan period to a 14 day loan period (Adult television series DVD/Blu-rays were already 14 days). The managers talked about doing this a while ago as we no longer saw a need to make the non-fiction DVD/Blu-ray loan period 21 days and we also thought it might increase circulation of those items. I checked with the Library Services managers again and they would like to recommend this change. We also switched the order of the list so that the shortest loan period (3 days) is at the top.
- The other change we made was in Policy 3023 Fines and Fees. In the Fines section we had neglected to add umbrellas as a 'No fine item' and we corrected that.

Thanks,
Ryan

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