

Topic: Collection Development and Management - Circulation

3.1 Circulation Control System – Overall Policies

Board Motion Number:	24.039
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	April 23, 2024
Date of Next Review:	2028
Attachments:	

Signature of Board Chairperson (and Date):

Policies

1. The North Kawartha Public Library will ensure that Library materials are distributed as freely and widely as possible while maintaining control over the collection by a circulation control system as described in these Policies and Procedures.
2. The circulation system will provide for easy use by both Library patrons and staff but must be able to:
 - a) identify the borrower of materials, the material borrowed and the date that the material is to be returned
 - b) maintain a record of overdue material
 - c) handle the renewal of material
 - d) place reserves on materials
 - e) ensure the confidentiality of patron circulation records
 - f) provide statistical and other reports needed by the Library