

Topic: Collection Development and Management – Circulation

3.6 Check-Out

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

The North Kawartha Public Library will implement efficient procedures for the check-out of Library materials.

Procedures

1. When the patron brings materials to be borrowed to the circulation desk, a staff member will check to determine that the item can circulate. (For example, reference materials cannot circulate.)
2. The staff member will also check (via the computer) on items such as: exceeding maximum number of items which may be borrowed or overdue/lost materials.
3. A due date slip will be offered to the patron and a print-out of the borrower's current status can also be provided.