



Policy 3.3 Circulation of Special Collections and Materials

Adopted by Library Board of Trustees

2/28/2008

Revised: 6/26/2008

Revised 11/19/2009

The NOLS collection includes various special materials, equipment, and collections which may be available for borrowing. Circulation periods and parameters for these materials vary, based on the special nature, availability, and intended usage of the items or collections.

3.3.1 “Speed Read” Collections

Speed Read Collections are special browsing collections designed to promote ready availability of popular or recently released books in all branches. Speed Read materials have a circulation period of seven (7) days, with no grace period and no renewals allowed. The overdue fine rate for Speed Read items is 50¢ per day up to a maximum of \$5 per item. Speed Read materials are not available to fill hold requests.

3.3.2 DVD Collections

Because of the high demand for DVDs, and the generally shorter period of time needed to enjoy a DVD, materials in DVD collections have a loan period of seven (7) days. Hold requests may be placed for DVDS. Two (2) additional seven (7) day renewals are allowed, if there are no pending hold requests for the item.

3.3.3 Reference Materials

Materials which are designated as non-circulating (e.g. reference books, newspapers, new magazines, microfilm) may be checked out only with the specific permission of the reference librarian or Branch Manager, who will determine the due date.

3.3.4 Interlibrary Loan Materials

Interlibrary Loan (ILL) is a courtesy service that allows North Olympic Library System patrons to borrow library materials from other libraries world-wide. The circulation policies, borrowing periods, and loan procedures for ILL materials are established by the loaning library, and therefore differ from those for NOLS owned materials.

Each NOLS patron may make up to 25 ILL requests each calendar year free of charge. A non-refundable search fee of \$5 per item will be charged for each ILL request beyond 25.

Some loaning libraries and institutions may charge a fee for providing ILL materials. Whenever possible, NOLS will obtain ILL materials free of charge, but in the event the loaning library imposes a borrowing or photocopying fee, that fee will be passed on to the NOLS patron.

If the publication date for an item is less than two years in the past, and the item is still in print, NOLS will not place an ILL request for that item. Patrons may, however, request that such items be purchased for the NOLS collection.

NOLS reserves the right to decline ILL requests for any item which is readily available to the patron through other sources (such as items already in the NOLS collection; mass market items which are still in print; new release entertainment DVDs, etc.)

3.3.5 Outreach to Homebound Materials

Materials checked out to homebound patrons may be checked out for up to two (2) months, but are generally due on the next scheduled delivery/pick up date. Homebound patrons do not incur fines as the materials are due when picked up.

3.3.6 Miscellaneous Other Materials and Collections

The library may make other materials and collections (such as, AV equipment, reading group book kits etc.) available for borrowing. Circulation periods and parameters for these items are established based on their special nature, availability, and intended usage, as follows:

Item	Loan Period/Limits	Renewals Allowed	Daily Fine	Maximum Fine	Holds Allowed
Digital, Slide, and Overhead Projector	24 hours/ Max. 2 days	No	\$1/day	\$25	Reserve thru Staff
Reading Group Kits	6 week/only one kit at a time	Yes, if no holds	10 ¢ per day per book in kit	\$5	Reserve through PAC
Digital Audio Books	14 days 3 titles at a time	No	None - loan expires on due date	None	5 requests active at a time