



# Summary of Library Policy Changes

Effective May 1, 2015

The Library Board of Trustees recently completed a comprehensive review of the library's policies which have been approved by the Lincoln County Board of Commissioners. Most of the policies remained the same but were formalized or clarified in writing.

The new policies include:

Circulation Policy  
Interlibrary Loan Policy  
Collection Policy  
Gift and Donation Policy  
Library Code of Conduct  
Computer and Internet Access Policy  
Wireless Internet Access Policy  
Display, Distribution and Exhibit Policy  
Meeting Room Policy

The new policies are available online at [www.mylincolnlibrary.org](http://www.mylincolnlibrary.org) under the section *About the Library*

## Key Changes

Below is a summary of the key changes included in the updated Library policies. **This does not include every change but highlights the most significant.**

### Circulation

- Age for obtaining a library card raised from 0 to 5 years
- Limit on number of items patrons may check out at one time changed from 50 to 30
- DVDs may now be renewed one time
- Limit on number of Interlibrary Loans a patron may place at one time changed from 4 to 2
- Fee of \$5.00 added for each Interlibrary Loan request placed \*
- Fine for overdue Interlibrary Loans changed to \$1.00 per day
- New library card holders must wait 3 months before placing any ILL requests

### Collection Development

- Board Books will be added to collection to familiarize children with books and help obtain the skills needed for early literacy
- Movies with R rating may be included in the collection provided they meet selection criteria
- Specification of materials not accepted as donations have been outlined including: encyclopedias, textbooks, VHS and other outdated audio/visual materials

**\*The \$5.00 processing fee for placing an ILL request will take effect July 1, 2015**