



POLICY

TITLE: USE OF LIBRARY MATERIALS

POLICY NUMBER: 074

EFFECTIVE DATE: OCTOBER 26, 2016

REVIEW DATE: OCTOBER 1, 2019

SUPERSEDES POLICY NUMBER: Portion of Policy Number 001 dated 9/25/2013

AUTHORIZED BY: BOARD OF TRUSTEES

1. Purpose: To provide direction for the use of library materials.
2. Scope: This policy applies to all public service points of the Timberland Regional Library (TRL).
3. Background: TRL serves the diverse library needs of area residents of all ages. All TRL locations are open to the public. Anyone may browse or use materials within the library.
4. Definitions: Library materials can include books, DVDs, CDs, and any other materials.
5. Policy:
 - a. TRL determines limits and conditions on the use of materials to maximize equitable use within the library's budget.
 - i. TRL loans materials for a specified period of time, considering demand and availability.
 - ii. TRL may limit the number of items a patron may have checked out or on hold at one time.
 - iii. TRL may charge fines for materials returned or renewed late, lost, or damaged. TRL actively pursues the return of library materials and payment of fines and fees, including a collection agency fee when a patron is referred to collections.
 - iv. Patrons are responsible for all use of their library cards, whether or not that use was with or without the patron's consent.

- b. TRL does not mail library materials to individuals outside the five counties served by TRL.
- c. Use of the library or its services may be denied for reasons which include, but are not limited to, failure to return library materials or equipment, failure to pay library fines and fees, destruction of library property, illegal activity in the library, or other inappropriate behavior as defined by the TRL Disruptive Patron Behavior Policy.
 - i. Fines and fees may be appealed as defined in the Fees Policy.
 - ii. Patrons trespassed due to behavior may request a hearing within 7 days by writing to the Library Director.
- d. All library card privileges and restrictions apply to all library card holders including library employees, TRL Board members and volunteers.
- e. The Library Director is authorized to establish and enforce procedures and limits for library privileges and will inform the Board of Trustees of changes.

6. References: Disruptive Patron Behavior Policy, Fees Policy, Library Card Eligibility Policy

7. Citations:

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, October 26, 2016