



### **Circulation Policy**

Materials in the circulating collection are available to anyone possessing a current Licking County Library card or through interlibrary loan. A Licking County Library card allows the holder to check out materials that circulate, access the Online Library to use electronic resources and databases, and access their personal circulation account.

A parent or legal guardian signing for a minor's card has the authority to determine whether or not the child can check out videos as well as grant Internet access.

Having approved this policy, the Board of Trustees authorizes the Director to determine the following public service parameters:

- Loan and renewal periods for the use and circulation of library materials.
- Fines and charges for overdue, damaged or lost items.
- Other related fees.
- Frequency of overdue notices.
- Procedure for registering for a library card.

And to report to the Board of Trustees such parameters on a regular basis.

A collection agency/materials recovery service may be utilized in an effort to secure long overdue materials and charges.

Approved: Board of Trustees – 03.26.09