

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Materials
Policy Number: 601
Title: Materials Normally Lent

Policy Statement:

The library will make available for loan, with a few exceptions, a variety of informational and recreational materials to those who hold a current library membership.

Guidelines and Procedures:

1. All books, periodicals, and audiovisual materials normally considered part of the library collection shall be loaned to patrons holding a valid library membership who must follow the rules and regulations as established in the Library Board's bylaws.
2. The only exceptions to the above lending policy are as follows:
 - 2.1 private collections
 - 2.2 reference materials that are labeled as such
 - 2.3 newspapers.
3. Seasonal, school and in-demand items may have a limited borrowing period.
4. Holiday and extension loans are available.
5. Interlibrary loans are lent for a period determined by the lending library.

Policy #601
Materials Normally Lent

Date Approved: November 14, 2012

Date to Review: March 18, 2023