

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY SERVICES

Prepared by: Sandra Andrukow

Board Approved – November 2014

2.0 LENDING GUIDELINES

The Viking Municipal Library Board will make available for loan a wide variety of materials, with some exceptions, and the materials will be lent to members satisfying requirements of the Board, and who hold membership in the Viking Municipal Library.

- 2.1 Library Resources Normally Lent: All resources, except those in special demand and which cannot be duplicated, including reference resources, rare and fragile items, and items of considerable value will be lent at no charge other than the Annual Borrow Card Fee for home use as specified under the Library Act and Regulations.
- 2.2 Loan period for DVDs is one week; loan period for all other items is three weeks.
- 2.3 Holiday and extension loans are available.
- 2.4 Loan periods for interlibrary loan materials are set by the lending library.
- 2.5 The library reserves the right to limit the number of titles borrowed by any one person, at any time, especially in high demand areas.
- 2.6 Items may be renewed for one additional loan period, if not reserved by another patron.
- 2.7 Procedure for notice of overdue materials
 - a) A telephone call when item is two weeks late, and then weekly.
 - b) A letter signed by the Library Manager, requesting return of overdue item, or in lieu of such return, payment for replacement and giving notice of suspension of privileges until settlement of the account