CIRCULATION – PRINT MATERIALS

BOOKS
Books (other than reference books and books placed on limited reserve) may be checked out for a two-week period and may be renewed by the patron for up to two additional loan periods, as long as a hold has not been placed on the title. The library may recall a renewed book at any time, as demand warrants. A book will be considered overdue the day after the due date assigned by the CIRC system.

REFERENCE MATERIALS
Items classified as reference books must be used in the library. These items may not be checked out other than under special circumstances, approved by library staff. Reference materials may be shared among the libraries in the Region, and will be restricted to use inside the borrowing library.

TITLES ON RESERVE
Books, magazines and other library materials which are needed by a number of individuals during a limited period of time may be placed on reserve by library staff. Items on reserve may be restricted to in-library use only, or may be checked out for a limited period of 1, 2, or 3 days, as determined by the library. Reserve status takes precedence over the normal circulation designation of any item.

PERIODICALS
Back issues of magazines may be checked out for a two-week period. The most current issue of any magazine will be limited to in-library use, unless overnight loan is specifically approved by library staff.

Newspapers may be checked out at the discretion of library staff.

DEPOSITS
A returnable deposit (up to the value of the item) may be required, at the librarian's discretion, for the loan of materials with a high loss rate.

Approved by:
Regional Board: 25 January 1999
Revised: 27 November 2006