

Board of County Commissioners Leon County, Florida

Policy No. 98-12

Title: Loan of Library Materials

Date Adopted: April 8, 2014

Effective Date: April 8, 2014

Reference: Ch. 257 F.S.

Policy Superseded: Policy No. 95-10, ALoan of Library Materials@, adopted September 19, 1995
Policy No. 98-12, "Loan of Library Materials," adopted October 13, 1998;
Policy No. 98-12, "Loan of Library Materials," revised March 12, 2010

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-12, adopted by the Board of County Commissioners on March 23, 2010, is hereby repealed and superseded and a revised policy adopted in its place, to wit:

The LeRoy Collins Leon County Public Library provides the free lending of library materials to eligible borrowers in accordance with Chapter 257, Florida Statutes.

Attached to this policy and incorporated herein are "Procedures for Implementing Loan of Library Materials Policy," as amended by the Board of County Commissioners on April 8, 2014.

Procedures for Implementing Loan of Library Materials Policy

1. Loan periods and the maximum number of items that can be borrowed vary by material type. They are:

Loan Period	Material Type *	Maximum Number
7 days	Magazines	6
	DVDs	6
21 days	Books*	*-**
	Video cassettes	6
	Audio cassettes	6
	Compact discs (CDs)	6
	Other materials (by type)	6
Varies	Audio-visual equipment	As determined by Library Administration

2. Loan periods and maximum numbers may be revised by the Library Director, with the approval of the County Administrator, to meet changing needs for library service.

* *Books borrowed on interlibrary loan are due the date indicated by the lending library-and the maximum number of interlibrary loan items may not exceed the parameters set forth in the Library's circulation system.*

***No maximum on the number of books. However, the cumulative value of the books checked out may not exceed the parameters as set forth in the Library=s Circulation System.*

Revised 4/8/2014