

**Agenda      Public Meeting: Policy Group Committee**

Location: Hillsboro Brookwood Library | [2850 NE Brookwood Pkwy, Hillsboro](#)

Time & date: Thursday, February 20, 2020, 9:30 am – 12:00 pm

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9:30	<b>1. Call to order &amp; introductions</b>	Doman Calkins
9:35	<b>2. Consent agenda</b> [motion/vote] 2a. Policy Group minutes from January 2020 2b. WCCLS monthly report for January 2020	Doman Calkins
9:40	<b>3. Update: Levy work so far, and what's next</b>	Tattersall
9:50	<b>4. Discussion: Circulation Transaction Policy</b> <i>See comments and tracked changes on pages 6 &amp; 10 of attached policy for discussion</i>	Doman Calkins
10:20	<b>5. Break</b>	
*10:30*	<b>6. Discussion: Committee Pause Update &amp; Values Exercise</b>	Trice & Van Deman
11:30	<b>7. Announcements and sharing</b>	Doman Calkins
11:50	<b>8. Farewell to Stephanie</b>	Doman Calkins
12:00	<b>9. Adjourn</b>	Doman Calkins

\* *time certain* \*

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**WCCLS Policy Group Guiding Principles (adopted in August 2016)**

- We care about providing quality customer service
- We define quality customer service as reliable, consistent, friendly, and competent service at local and countywide levels both for internal and external customers
- We care about being good stewards of public resources
- We care about building community and relationships
- We care that Washington County libraries are vital and relevant

**2020 Meeting Dates and Locations**

**Policy Group**

March 19	WCCLS
April 23	Tigard Public Library
May 28	Garden Home Community Library
June 25	Jessie Mays Community Center (North Plains)
July 30	WCCLS
August 27	Banks Public Library
Sept. 24	WCCLS
October 29	Hillsboro Brookwood Library
December 3	WCCLS

*Policy Group meetings will run in a window between 9:30 am – 12:30 pm, depending on the month's agenda.*

**Agenda**      **Public Meeting: Policy Group Committee**

**Draft**      Location: Cornelius Public Library | [1370 N Adair St, Cornelius, OR 97113](https://www.google.com/maps/place/1370+N+Adair+St,+Cornelius,+OR+97113)

Time & date: Thursday, January 30, 2020, 9:30 am – 12:00 pm

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**Attendance**

Aloha Community Library: *absent*

Banks Public Library: Denise Holmes

Beaverton City Library: Glenn Ferdman

Cedar Mill Community Libraries: Peter Leonard, Vice-Chair

Cornelius Public Library: Karen Hill

Forest Grove City Library: Colleen Winters

Garden Home Community Library: Molly Carlisle

Hillsboro Public Library: Stephanie Chase

North Plains Public Library: Robin Doughty

Sherwood Public Library: Adrienne Doman Calkins, Chair

Tigard Public Library: Halsted Bernard

Tualatin Public Library: Sarah Jesudason

West Slope Community Library: Kristen Thorp

WCCLS: Lisa Tattersall

Guests: Crystal Trice, Katie DuBrutz, Lori Van Deman

**Call to Order, Introductions, Additions to the Agenda:**

Doman Calkins called the meeting to order at 9:31 am. No additions to the agenda.

**Consent Agenda:**

Doughty motioned to adopt the Consent Agenda for December. Carlisle seconded the Motion. Passed.

**Update: Committee Pause team work so far**

Trice and Van Deman shared an update on the Committee Pause team and displayed the Trello board. The Trello board will be shared next week for everyone to view. Jesudason facilitated an exercise with the group. A list of tasks for WCCLS to complete was given to groups and they were asked to categorize and prioritize the tasks as they see fit. The groups then compared results and discussed. Trice, Van Deman, and Jesudason will formulate a plan around the feedback given.

**Update: Levy work so far, and what's next**

Tattersall updated the group on the levy. The levy proposal was shared with the Executive Board on January 22 and feedback was positive. Executive Board voted to recommend the proposal to the Board of Commissioners (BOC). BOC adopted the proposal on January 28. The ballot title will go to

BOC on February 4 for approval. WCCLS' next steps are to complete the photo shoots, and shift gears into levy education.

The County is setting up speaker's bureau rounds, which will be public forums at city council meetings, county CPOs, non-profits, and other community groups. WCCLS will make a PowerPoint presentation for all speakers to use. DuBrutz can work with the County to book additional venues. If Libraries want additional dates added they need to let DuBrutz know. The group discussed the process. Hill suggested having veteran library directors attend forums with newer directors for support. Holmes suggested having a FAQ to share. Tattersall will work with Trice and DuBrutz to schedule and organize next steps.

### **Discussion: Circulation Transaction Policy**

Doman Calkins gave a summary of last meeting's discussion on the policy. Tattersall acknowledged that the group doesn't have the capacity to complete this in its entirety for at least six months but would like to use today's session as an opportunity to discuss. Doman Calkins asked everyone to break into groups and discuss. Tattersall shared handouts to facilitate the conversation.

General consensus is that there are some parts of the policy that all are ready to approve but many portions need further discussion. Current sticking points: number of renewals allowed and privacy rights of minors. Doman Calkins, Tattersall, and Leonard will formulate a plan around feedback and discuss next steps.

### **Discussion: recent patron behavior issues**

The group discussed the recent issues and some options. Doughty asked why some staff are overriding blocks and allowing further checkouts for library accounts that appear to have issues. The group confirmed this should not be happening. Tattersall advised that there is no way to override at the WCCLS level to keep the blocks from being removed. The group discussed the possibility of changing the checkout limits on video games.

### **Announcements and Sharing:**

- SPL: Having to do exclusions once a week; user survey slated for February; bringing back Read to the Dogs in spring
- NPL: Partnered with Home Depot for a kid's workshop and had over 100 attendees! Kindergarten readiness class starts next week – after discussing with insurance, can do without parents in attendance
- HPL: New Book-O-Mat is in place, patrons can now pick up holds; Chase will be leaving April 1, Karen Muller will act as interim; Chase advised that ALA is in financial distress and encouraged everyone to be aware of what's going on

- GHL: Read to the Dogs has been a big hit! Working with Arron Canwell to do ukulele jam and had 70 people at the January jam; working to market collection better in the new space
- TPL: Participating in ALA Congressional Fly-in this year
- BCL: Grab and Go collection at Transit Center has received the green light, hope for a February install date and March launch
- FGL: Teen Library Council is now meeting twice a month at their request! Hosted a Harry Potter program last week with over 100 people in attendance; implementing space planning ideas that were garnered from an ALA event in Multnomah County a couple months ago
- COR: Great turnout for speaker and author, Les AuCoin
- TUL: Finalizing plans for new space at library
- BAL: Congrats to Susan Cackler for her feature on [Homesteading](#) in the Washington County A&E Guide
- CML: Thank you to Stephanie Chase for advocating for public libraries in the licensing issues with Macmillan
- WSL: About to post for new Library Clerk positions; developing priorities for team in the next year; will do inventory soon to evaluate space

**Adjourned: 12:06 PM**

*Submitted by Katie DuBrutz*

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# WCCLS Monthly Report: Position and Values | January 2020

## Funding

We secure and distribute the primary funding for countywide public library service.

- Lisa Tattersall presented the proposal for the FY22 - FY26 library levy renewal to the Board of Commissioners. The Board adopted the proposal, one step in the process of putting the library levy renewal on the May 2020 ballot. See the levy proposal at [wccls.org/levy](http://wccls.org/levy).

## Infrastructure Support

We provide technology and logistics support to ensure equitable access to library materials and services.

- WCCLS successfully upgraded Polaris, the software that is the backbone for the library catalog.
- WCCLS Courier has a new weekend employee, Jamie Hobbs. Jamie worked for Courier back in 2012, so he's quickly learning what has changed since then, including [Automated Materials Handling](#) for sorting library items. Welcome Jamie!



## Direct Service

We provide services to the public that are more effectively delivered at a county level.

- As part of its collection of online resources, WCCLS now offers unlimited digital access to all [Pamplin Media Group](#) publications (including ten years of archives) onsite at libraries. The access we provide to local journalism complements the digital access we already provide to high-quality national and international journalism with the [New York Times](#).

## Marketing & Communications

We develop and deliver messaging that drives awareness of the value that WCCLS and libraries provide to their communities.

- WCCLS and libraries promoted the Teen Art Contest. Teens submit their artwork on the theme of "Imagine Your Story" and the winning entry will be used as the promotional artwork for WCCLS [Teen Summer Reading](#) 2020!
- WCCLS facilitated photo shoots at three libraries to update our stock of professional, high-quality photos that represent the diverse people that libraries serve and the variety of programs, services, and materials that our libraries offer.



## Leadership & Training

We identify common goals and provide training resources to ensure a consistently exceptional patron experience.

- All WCCLS staff gathered for a short in-service on January 17, where we learned more about the 2020 levy and spent time working on building rapport within our new teams that are aligned with our strategic plan ([initiative M](#)).

## Values-in-action

Accountability, Collaboration, Inclusion, Innovation, Stewardship

- **Collaboration:** A 7-member committee "Pause Team" is developing a prototype for improved committee work in future ([initiative L](#)). They hosted a remote meeting about the work they've done so far, with 28 staff across the Cooperative in attendance, providing feedback and suggestions.



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## Circulation Transactions Policy

### POLICY

To ensure patron access to circulating materials, staff at member libraries handle borrowed and returned items in an accurate, consistent, and timely manner

### BACKGROUND

Circulation transactions track the use and status of materials through the check out and check in process and ensure accountability for those items returned damaged or with missing parts.

The maximum item limit and the hold limit are controlled by the ILS system settings for material type and patron code. The material type, loan period, and fine code are entered in each item record by staff at member libraries.

The Material Type Settings Table defines material types and the corresponding limits and item record settings specific to each patron code.

### REGULATIONS

#### Material Type Settings

To ensure accuracy and consistency when cataloging and circulating materials, member libraries will use only the material types, limits, and item record settings established in the Material Type Settings Table.

#### Account Access

Staff at member libraries will require a library card or photo ID to provide full access to a cardholder's account and registration record.

Staff at member libraries will provide limited access to a cardholder's account and registration record if only a library card number with identity verification is provided. Access is limited to the following:

- view list of items out
- renew items
- declare items lost
- declare items claim returned/claim never had
- view block information
- view list of items on hold
- cancel or modify hold requests
- pay fines and fees
- waive fines and fees
- reset pin to last 4 digits of phone number in registration
- modify phone number or email
- renew registration if no change of name or address is required
- dissolve card associations

## Check Out

Member libraries will require either a library card, photo ID, or library card number with identity verification to allow check out of materials.

Staff at member libraries check out most materials to any card holder with an account in good standing.

An account in good standing:

- Has up-to-date registration information
- Has account balance that does not exceed \$9.99
- Has numbers of materials that do not exceed item circulation limits for their patron type as noted in the Material Type Settings Table
- Is not currently in collections

Staff at member libraries applies a uniform loan period for each media format. The WCCLS loan periods are as follows:

- Books (including audio books) 21 days
- Music CDs, Printed Music 21 days
- Periodicals 21 days
- Videorecordings 21 days
- Kits 21 days
- DVDs Local option of 7 or 21 days
- Blu-Rays Local option of 7 or 21 days
- Games (electronic) Local option of 7 or 21 days
- Television Series (DVD or Blu-Ray) 21 days - complete seasons; packaged together by distributor; continuity of story
- Best seller [audiobooks, blu-rays, books, CDs and DVDs books \(including audio books\)](#) [Local option of 7 or 14 days](#)
- Book Club Kits 42 days
- E-readers Local option
- Reference materials Local option
- Realia Local option

Staff at member libraries check out Interlibrary Loans according to ILL guidelines.

## Renewals

Staff at member libraries renew materials from all other member libraries a maximum of four times with the following exceptions:

- Items with current holds
- Items that have exceeded the renewal limit
- Lost materials
- ILL's (Interlibrary Loans)
- Other materials designated as non-renewable

Overdue materials do not prevent further checkout and can be renewed when allowable.

Staff at member libraries can renew overdue materials when allowable.

Staff at member libraries can check in an item to re-set the renewal limit when allowable.

## Blocks and Notes

Staff at member libraries will use blocks in the patron and item records sparingly and only when intending to block checkout.

Staff at member libraries will place a free text block on Polaris patron accounts for only the following reasons:

- Registration issues such as address correction or registration renewal
- Circulation issues such as lost cards, missing parts or damaged materials
- Fines and fees issues such as payment plans and NSF checks

Staff at member libraries will read and address all blocks.

Staff at member libraries will delete all blocks or move them to the non-blocking notes sections after an issue is clearly resolved.

Staff at member libraries will date and initial all blocks and notes in the designated standard format

## Card Associations

Member libraries will allow the following on associated cards:

- Original check out on associated accounts if the card presented is in good standing.
- Check out of associated holds on the card presented if in good standing.
- Check out of holds on the originating associated account if in good standing, regardless of the status of the card presented.

Card associations between two or more patron records allow for original checkout, renewal, reviewing items out and fee payment.

Staff and self-check machines at member libraries will allow original check out of associated holds ~~accounts only when on the card presented~~ if that option has been chosen by the patron and enabled by staff. ~~is in good standing.~~

Staff at member libraries will allow check out of holds on associated accounts only to the account of the card holder that placed the hold and regardless of the status of the card presented.

## Check In

Staff at member libraries will check in items from all ~~other~~ member libraries, with the following exceptions:

- ILL's (Interlibrary Loans)
- Damaged materials
- Incomplete materials
- Items marked as return to lending library only

Staff at member libraries will only check in an item if it is present.

Staff at member libraries adjust check in settings to reflect when materials are actually returned or to accommodate library closures. Materials are due by 11:59 p.m. of the date due.

Staff at member libraries inspect materials for damage or missing parts.

Staff at member libraries make every effort to return materials to circulation in a timely manner.

Staff at member libraries will sort checked in items being sent to other libraries according to the guidelines provided by Courier.

**Staff at member libraries will use tote level check in for in-transit items received from the Courier.**

#### Use of Staff – No Fines Library Cards by Library Staff

Staff at member libraries will follow the same rules and procedures as patrons when using library resources for professional use. See [the Registration Policy and Procedures](#) for details.

#### Use of Personal Library Cards and Materials by Library Staff and Volunteers

Staff and volunteers at member libraries will follow the same rules and procedures as patrons when using library resources for personal use. See [the Use of Personal Library Cards and Materials by Library Staff Policy and Use of Personal Library Cards and Materials by Volunteers Policy](#) for details.

#### Renewals

~~Staff at member libraries renew materials from all other member libraries a maximum of four times with the following exceptions:~~

- ~~• Items with current holds~~
- ~~• Items that have exceeded the renewal limit~~
- ~~• Lost materials~~
- ~~• ILL's (Interlibrary Loans)~~
- ~~• Other materials designated as non-renewable~~
- ~~• Overdue materials do not prevent further checkout and can be renewed when allowable.~~

#### Blocks and Notes

~~Staff at member libraries will use blocks in the patron and item records sparingly and only when intending to block checkout.~~

~~Staff at member libraries will place a free text block on Polaris patron accounts for only the following reasons:~~

- ~~• Registration issues such as address correction or registration renewal~~
- ~~• Circulation issues such as lost cards, missing parts or damaged materials~~

~~Staff at member libraries will read and address all blocks.~~

~~Staff at member libraries will delete all blocks or move them to the non-blocking notes sections after an issue is clearly resolved.~~

~~Staff at member libraries will date and initial all blocks and notes in the designated standard format.~~

[Claim Returned/Claim Never Had, In-repair, Missing, Unavailable, Withdrawn MISSING, CLAIMS, and WITHDRAWN Statuses](#)

Staff at member libraries will change only items owned by their library to claim returned or claim never had:

- ~~• claim returned/claim never had~~
- ~~• in repair~~
- ~~• missing~~
- ~~• unavailable~~
- ~~• withdrawn~~
- ~~•~~

The responsibility to change an item's status to MISSING, CLAIMS RETURNED, CLAIMS NEVER HAD, and WITHDRAWN belongs only to the owning library.

### Lost GST Status

Staff at Member libraries will declare lost DECLARE LOST any items regardless of ownership when a patron states item is lost or damaged and wants to pay for it.

### Self-Checkout

~~Staff at member libraries will set self-check options to reflect current circulation policy and regulations as much as possible.~~

### Offline Circulation

Staff at member libraries will use offline circulation ~~for checkout~~ when the online Integrated Library System (ILS) is unavailable. See the Offline Circulation Policy for details.

~~WCCLS automation staff will make accurate and current .mdb files available to member libraries.~~

~~Staff at member libraries will update their .mdb files on a regular basis.~~

~~Staff at member libraries will upload offline files as soon as network connection has been reestablished.~~

### Self-Checkout

~~Staff at member libraries will set self-check options to reflect current circulation policy and regulations as much as possible.~~

### Card Associations

~~Card associations between two or more patron records allow for original checkout, renewal, reviewing items out and fee payment.~~

~~Staff and self-check machines at member libraries will allow original check out on associated accounts only when the card presented is in good standing.~~

~~Staff at member libraries will allow check-out of holds on associated accounts only to the account of the card holder that placed the hold and regardless of the status of the card presented.~~

#### Withdrawing Library Privileges

~~With supervisor approval, staff at member libraries can limit, suspend, or revoke the library privileges of patrons who repeatedly and excessively abuse library services, with supervisor approval.~~

~~A parent/legal guardian can limit, suspend, or revoke the library privileges of a minor child only if they are the parent of record in the child's registration or have proof of relationship with the child such as ID with the same last name or address.~~

**Commented [LT1]:** Suggested removal per Jan. 2020 Policy Group discussion

#### **History**

Drafted by Subcommittee 08/17/2009

Approved by CircUs 05/05/2010

Approved by WUG 05/13/2010

Approved by Policy Group 06/24/2010

Updated by Policy Group 03/02/2011

Approved by Policy Group 03/21/2013

Approved by CircUs 06/19/2014

Approved by WUG 07/10/2014

Approved by Policy Group 08/28/2014

Updated by Automation 01/26/2015

Updated by Automation 10/09/2017

[Approved by CircUs 04/18/2019](#)

[Approved by WUG 10/10/2019](#)

## MATERIAL TYPE SETTINGS TABLE

**Note:** Patron Type Exceptions include patron types which have lower maximum item checkout and holds limits than the material type maximum

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Audio Cassettes <ul style="list-style-type: none"> <li>Cassettes w/o books</li> </ul> (not including Books on Tape)	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy – 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Audiobooks <ul style="list-style-type: none"> <li>Books on CD</li> <li>Books on Tape</li> <li>Playaways</li> <li>MP3CD BOCB</li> </ul>	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy – 10/0 Temp No Permanent – 5/0 Youth Access – 5/5
Blu-ray	25	25	7 or 21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy -10/0 Temp No Permanent – 5/0 Youth Access – 0/0

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Books <ul style="list-style-type: none"> <li>• Hardcover books, all sizes</li> </ul> (including items with accompanying media e.g. disc in pocket)	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy -10/0 Temp No Permanent – 5/0 Youth Access – 5/5
Compact Discs <ul style="list-style-type: none"> <li>• Music on CD</li> <li>• CDs shelved with music</li> </ul> (e.g. spoken word)	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport –10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy -10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Downloadable Audiobooks <ul style="list-style-type: none"> <li>• OverDrive</li> </ul> WCCLS only	0	0	21 days	\$0.00 No fine	
Downloadable Video <ul style="list-style-type: none"> <li>• OverDrive</li> </ul> WCCLS Only	0	0	21 days	\$0.00 No fine	



MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
DVD	50	50	7 or 21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Electronic Books <ul style="list-style-type: none"> <li>• OverDrive</li> <li>• Gale Virtual Reference Library</li> </ul> WCCLS Only	0	0	21 days	\$0.00 No fine	
Electronic Gov Docs	0	0	None	\$0.00 No fine	
Electronic Resources	0	0	None	\$0.25/day	

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Equipment <ul style="list-style-type: none"> <li>• Things that plug in</li> <li>• Things that have batteries</li> <li>• Things that are tools</li> </ul> Examples: hammers, kill-a-watts, cassette recorders, laptops and tablets, inventory equipment, media production kits, ROKU, Arduino	10	10	Varies	Decision by owning library	E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy -10/0 Temp No Permanent – 5/0 Youth Access – 0/0
E-reader	5	5	Local option	Juvenile \$0.00/day  Adult and YA \$0.25/day	E-Access – 0/0 Local Courtesy - 5/0 Temp No Permanent – 5/0 Youth Access – 0/0
Electronic Game <ul style="list-style-type: none"> <li>• Digital materials</li> </ul> (Board games are in Realia)	<del>405</del>	<del>405</del>	7 or 21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - <del>405</del> /0 Temp No Permanent – 5/0 Youth Access – 0/0

**Commented [LT2]:** Suggested by PG Chair & Vice-Chair to address recent issues

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Interactive Multimedia <ul style="list-style-type: none"> <li>• CD-Roms</li> <li>• DVD-ROMS</li> <li>• LeapPad cartridges</li> <li>• Computer Software</li> </ul>	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Inter-Library Loans	25	5	Varies – Period is set by lender	\$0.25/day	Passport – 0/0 E-Access – 0/0 Limited Borrower – 0/0 Limited Borrower/No fines – 0/0 Local Courtesy - 0/0 Temp No Permanent – 0/0 Youth Access – 0/0
Internet Resources  WCCLS only	0	0	Non- circulating materials	\$0.00 No fine	
Microforms	0	0	Non- circulating materials	\$0.25/day	

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Multi-Media Kits <ul style="list-style-type: none"> <li>• Multi-Format kits</li> <li>• Book club Kits</li> <li>• Senior Memory Kits</li> <li>• Theme Bags</li> </ul>	100	50	21 or 42 days for Book club kits only	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Pamphlets <ul style="list-style-type: none"> <li>• Pamphlets</li> <li>• Foldable maps</li> </ul>	100	50	21 days	\$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Paperbacks	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 5/5

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Periodical <ul style="list-style-type: none"> <li>Magazines</li> <li>Newspapers</li> </ul>	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Posters <ul style="list-style-type: none"> <li>Posters</li> <li>Charts</li> <li>Wall Maps</li> </ul>	100	0	Varies	Decision by owning library	Passport – 10/0 E-Access – 0/0 Limited Borrower – 5/0 Limited Borrower/No fines – 5/0 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Realia <ul style="list-style-type: none"> <li>Models</li> <li>Puppets</li> <li>Pingpong paddles</li> <li>Board games</li> <li>Other 3D items</li> </ul>	100	50  Some items are not-holdable	Varies	Decision by owning library	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
Test <ul style="list-style-type: none"> <li>Items created by WCCLS</li> </ul> Used by WCCLS only	100	50	Varies	Varies	Varies

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
Thesis	0	0	Non-Circulating Materials	Decision by owning library	
Tote bags <ul style="list-style-type: none"> <li>Empty bag with library name and barcode</li> </ul>	2	0	21 days	Decision by owning library	E-Access – 0/0 Youth Access – 0/0
Videocassettes	100	50	21 days	Juvenile \$0.00/day  Adult and YA \$0.25/day	Passport – 10/10 E-Access – 0/0 Limited Borrower – 5/5 Limited Borrower/No fines – 5/5 Local Courtesy - 10/0 Temp No Permanent – 5/0 Youth Access – 0/0
ZZZ Computer Software	100	50	X	X	
ZZZ Inventory		50	X	X	
ZZZ Library Use Media	100	50	X	X	
ZZZ Magnetic Media	100	50	X	X	
ZZZ Non-Circulating Materials	0	0	X	X	
ZZZ Not Holdable	25	0	X	X	
ZZZ Phonograph Records	100	50	X	X	

MATERIAL TYPE	CHECKOUT LIMIT	HOLD LIMIT	STANDARD LOAN PERIOD	FINES AND FEES	PATRON TYPE EXCEPTIONS Checkout limit/Hold limit
ZZZ Young Adult Materials	100	50	X	X	