

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, IA

**BASIC CIRCULATION POLICY**

Books and other circulating library materials (other than DVD's) may be checked out for three week period. New borrowers may check out two items.

Books and materials may be renewed for an additional three week period. An additional renewal will be at the discretion of the librarian. Renewals may be confirmed by telephone or in person.

Patrons may check out any number of books. A limit of 8 periodicals, 4 music CD's, and 4 DVD's may be checked out. Number may be increased at discretion of librarian based on patron history.

RESERVED MATERIALS:

**Holds**

1. Patrons may request that an item be held for them by filling out a patron request form, or by placing item on hold from computer catalog. A librarian may also place a hold for patron directly into the catalog by phone or in person.
2. When the item is available, the first person on the In-stock Hold list is notified.
3. If the item is not picked up within 5 days after notification, it will be given to the next person on the list, or returned to general circulation. If the patron still wants the item, their name may then be re-placed at the end of existing holds list.

**Reserves:**

1. Patrons who want an item for a specified future period of time, may reserve that item for those dates. This can be done through the online catalog or by staff. Reserves can be made for as far as one year out from the date, and item reserved may have a shortened checkout date if someone would chose that item from the shelf.
2. If someone has requested an item for purchase, the first one to request the item should be the first to receive the item when it has been fully cataloged.

Approved 1/90

Revised 9/98

Reviewed 6/01

Revised 3/03, 5/07, 10/11

Revised 11/14

Revised 12/17