

BERTHA BARTLETT PUBLIC LIBRARY  
Story City, Iowa

**BASIC CIRCULATION POLICY**

Books and other circulating library materials (other than DVDs) may be checked out for a three week period. New borrowers may check out five items: two media, and 3 books.

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 5 periodicals, 5 items from the vertical file, 5 audio CD books, and 4 DVDs may be checked out. There is no limit on VHS videos. The Library Director has the discretion to limit when deemed necessary.

Reserved Materials:

1. Patrons may request that an item be held for them by filling out a reserve slip.
2. The item is reserved in the computerized circulation system.
3. When the book is available, the first person on the reserve list is notified.
4. If the item is not picked up in 3 days after notification, it will be given to the next person on the list, or returned to general circulation. The patron's name is then placed at the end of the reserve list for another chance.

Approved: Jan. 1990  
Revised 9/98  
Reviewed 6/2001  
Revised 3/2003  
Revised 5/2007