

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: CIRCULATION OF LIBRARY MATERIALS

This policy strives to find a balance between providing quality circulation services to library customers and meeting standards of accountability in circulation transactions.

CHECKOUT AND RENEWAL

Most materials may be checked out for three weeks, with up to four renewals of the designated checkout periods. Items which have holds outstanding may not be renewed. It shall be at the Library Director's discretion to set check out periods when special circumstances or collections warrant such action in order to provide quality services. A library customer's record is blocked from checkout if total charges exceed \$10.00.

CIRCULATION LIMITS

The number of items checked out on a customer's card may not exceed 150. It shall be at the Library Director's discretion to set limits when special circumstances or collections warrant such action in order to provide quality services. ConnectED accounts may not exceed five (5) items checked out at any one time.

ADOPTED BY LIBRARY BOARD:	May 20, 2008
REVISED BY LIBRARY BOARD:	December 20, 2016
REVIEWED BY LAW DEPARTMENT:	December 2016