

## Circulation Policy

<b>Policy</b>	In support of its vision and mission, Garfield County Libraries (GCPLD) loans books, media, and other resources and tools to its members. GCPLD develops guidelines and processes that connect members with trustworthy materials and resources, reliable information, and enjoyable entertainment. GCPLD also establishes loan periods, replacement costs for lost and damaged items, and other practices to sustain its collection of library materials and maximize public access to these materials.	
<b>Effective Date</b>	January 7, 2021	
<b>Responsibility</b>	Library Collections Manager	
<b>Procedures</b>	<p>Library staff establish and manage a document titled “Circulation Guidelines” that specifies how the District manages its inventory of library materials. The Guidelines include specifics on such things as:</p> <ul style="list-style-type: none"> <li>• Loan periods</li> <li>• Loan limits</li> <li>• Replacement costs for lost or damaged items</li> <li>• Parental responsibilities for the borrowing privileges of minors</li> <li>• Registration procedures</li> </ul>	
<b>Supporting Documentation</b>	Circulation Guidelines	
<b>Reviewed by &amp; Approved by / Date</b>	APPROVED: Board of Trustees	Date: January 7, 2021