Memorandum 14-088 Amend the Library's Circulation Policy

Memorandum ID: 14-088
Memorandum Status: Backup

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TO: MAYOR WYTHE AND CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MAY 14, 2014

SUBJECT: AMEND THE CIRCULATION POLICY TO EXTEND THE CHECK OUT PERIOD AND REDUCE THE DAILY OVER DUE FINES ON MUSIC CD'S

Background

Library Staff requested amending the circulation policy covering Music CD's. In the past the music collection was minimal and very popular so the policy was established to have a shorter checkout period to ensure the patrons would be able to access the collection. Since that time with the advent of other sources of music and at the request of staff and suggestions from patrons it is recommended to extend the checkout time to 14 days with the ability to renew and reduce the fine to $0.15 per day for each day that the item is late.

The Board discussed and motioned to approve the change to the Circulation Policy at the regular meeting on May 6, 2014. Following is an excerpt of the minutes of that meeting:

NEW BUSINESS

A. Recommendation to Change the Circulation Policy Adding Music CD's and Defining Overdue Fees

Ms. Dixon provided the reasoning behind the change request in the Circulation Policy for music CD's from 7 day to 14 day checkout period.

There was a brief discussion on changing the DVD's to a longer circulation period.

UTLEY/STROBEL - MOVE TO RECOMMEND CHANGING THE CIRCULATION POLICY FOR MUSIC CD'S FROM 7 DAY TO 14 DAY AND THE OVERDUE FINES FROM $1.00 PER DAY TO $0.15 PER DAY.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation: Approve the request to amend the Circulation Policy to extend the checkout period to 14 days and reduce the overdue fine per day to $0.15.
Related Resolutions**Memorandum - Related Resolutions:** Resolution 14-058 Amending the Homer Public Library Circulation Policy

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