(NOTE: See ILS Council policy also)

Circulation Policies

CIRC 1  General

CIRC 1.1  Confidentiality of Library Records
All circulation and registration records shall be handled strictly in accordance with Lakeland Library Cooperative’s Confidentiality of Library Records policy.

CIRC 1.2  Definitions
CIRC 1.2.1  Registering Library.
The library at which a patron completes and signs a registration form and is issued a library card.

CIRC 1.3  Reciprocal Borrowing and Returns
The Lakeland Library Cooperative encourages reciprocal borrowing among its member libraries and encourages its members to consider any resident of all other member libraries’ service areas as a resident of its own service area and as eligible to use the facilities and resources of the library, within the limits established by the Lakeland Library Cooperative’s Non-Resident Policy and the Underfunded Contract Service Area Policy.

Electronic resources (for example Overdrive, Freegal and other databases) may not permit reciprocal use due to local contract terms.

Items reciprocally borrowed must be returned by the borrower to the library from which they were checked out, except where provisions are made by local libraries for their delivery.

Reciprocal borrowing limits may be implemented on a voluntary basis by libraries.

CIRC 2 Patron Registration

CIRC 2.1  Patron Registration
CIRC 2.1.1  Standard Registration Policy.
The Lakeland Library Cooperative has established a set of minimum requirements necessary for a patron to be issued a library card by a registering library.

CIRC 2.2  Cooperation and Collection Agency
Each member library shall fully cooperate with other member libraries in recovering lost materials and in establishing and enforcing the responsibility of patrons for lost or damaged materials.
CIRC 2.3 Universal Email Notification Waiver
The Lakeland Library Cooperative Universal Waiver of Privacy Rights for the purpose of receiving e-mail notification is the standard form to use.

CIRC 3 Circulation of Materials

CIRC 3.1 Delivery of ILL Materials
Interlibrary loan of materials handled through the Lakeland Library Cooperative Delivery service will be permitted to the extent specified in LLC Shared ILS policies Circ 3.11 Audio-Visual Materials and Circ 3.12 New Materials.