

ETHELBERT B. CRAWFORDS PUBLIC LIBRARY
MONTICELLO, NY 2005

CIRCULATION POLICY

- A. Patrons may borrow up to 4 new titles in the Adult Library and up to 6 new titles in the Children's Library.
- B. Patrons may borrow up to 4 items in each non-book collection (video, audio, etc.)
- C. Any item from the library collection may be borrowed for 14 days.
- D. Phone renewals allowed on library materials, but not on express items. Limit of three renewals.
- E. Online renewals follow same guidelines as phone renewals.

BOOK SELECTION POLICY

- A. Book selection is governed by the Library Director and the Children's Librarian, and in accordance with the Library Bill of Rights
- B. The Library attempts to collect materials in a broad range of subject matter.
- C. Any patron who objects to a book or periodical is invited to fill out a Patron Request Form for Reconsideration of a Work (attached), which will be given to the Director for review by the Board of Trustees.
- D. Parents are responsible for the content of the books their children borrow, and for the condition of the books returned.

GIFTS

- A. The Library does not provide receipts for donated materials or gifts, but will provide acknowledgments when appropriate.
- B. The library reserves the right to make the decision for inclusion in the collection those materials which meet the criteria used for the purchase of new books
- C. Those materials not linked to our collection may be placed among the sale books or giveaway books.

ILL POLICY

E-ILL AND USE OF THE PAC TERMINAL