

13.4.2 Appendix: Suggested Content for a Circulation Policy

- Types of cards¹, e.g.:
 - Residents
 - Adult
 - Youth
 - Age range for youth
 - What adult(s) may register a youth for a card
 - Non-residents
 - Fee-based
 - Cards for Kids
 - Disabled Veterans
 - Business
 - Institutional/Organizational/Governmental
 - Educator
 - Temporary
 - Restricted Use
 - Digital
 - Reciprocal Borrower
 - Staff
- Documentation required to issue each type of card (e.g., proof of name and address)
- Length of validity of each type of card (expiration)
- Procedure for renewing an expired card
- Replacement of a lost or damaged card
- Alternatives to presenting library card to check out materials (e.g., ID, barcode in app)
- Confidentiality of patron checkout records (may also be a separate policy)
- Loan periods
- Renewal rules
- Consequences of overdue materials
- Consequences of lost/damaged items
- Circumstances leading to suspension of account privileges
- Hold limitations
- Consortium participation
- Interlibrary loan participation (may be in a separate policy)
- Borrower responsibilities
 - For all materials checked out on their account
 - To notify library in case of lost or stolen card
 - Adult responsibility for materials checked out on youth card
- Who may make exceptions to the policy (e.g., waive charges, arrange payment plans)

¹ Note: A wide variety of examples are provided here; however, very few libraries, if any, will offer all of these types of cards. Some types of cards may require an intergovernmental agreement between the library and other government entities.