TO: Minerva Executive Board

FROM: Minerva Circulation Standards Committee

DATE: July 9, 2014

RE: July 2014 Report

The Circulation Committee last met on June 4, 2014. During our Roundtable discussion, the subject of loan rules for DVDs and Blu-rays was discussed, as was the current practice of calling the lending library to request an additional renewal on items already renewed once. In light of that discussion, the Circulation Committee would like to recommend the following changes to the Intra-Minerva Loan Rule Policy.

**CURRENT POLICY**

Intra-Minerva Loan Rule Policy

Printed and audio materials circulate for 21 days and may be renewed one time for an additional 14 days. If additional time is needed after the first renewal the borrowing library must contact the lending library for permission to override the system.

Video materials circulate for 7 days and may be renewed for an additional 7 days.

The exception to this rule is if the owning library adds a note (an item message or a note on the packaging) directing an extension of the original loan period. If additional time is needed after the first renewal the borrowing library must contact the lending library for permission to override the system.

Music CD’s or Cassettes may circulate for a one or three week loan period.

The ability to renew is contingent upon the fact that no holds exist for the item.

**AMMENDED POLICY**

Intra-Minerva Loan Rule Policy

Printed and audio materials circulate for 21 days and may be renewed one time for an additional 14 days.

Video materials circulate for 14 days and may be renewed for an additional 14 days.

Music CD’s or Cassettes may circulate for a one, two or three week loan period.

The exception to this rule is if the owning library adds a note (an item message or a note on the packaging) directing an extension of the original loan period.

If additional time is needed after the first renewal, the borrowing library may choose to override the system and extend the loan for one additional renewal period at their discretion. After that, the item must either be returned or the loaning library contacted to discuss further renewal options.

The ability to renew is contingent upon the fact that no holds exist for the item.

Sincerely,

James Rathbun

Minerva Circulation Standards Committee Chair