



## **Policy 3.3**

### **Circulation of Special Collections and Materials**

Adopted by Library Board of Trustees: 2/28/2008

Revised: 6/26/2008; 11/19/2009; 9/22/2011;

11/25/2013; 02/26/2015; 11/19/2015; 08/22/2019;

12/14/2020; 04/29/2025

The North Olympic Library System (NOLS) collection includes various special materials, equipment, and collections which may be available for borrowing. Circulation periods and parameters for these materials vary, based on the special nature, availability, and intended usage of the items or collections.

#### **3.3.1 DVD Collections**

Because of the high demand for DVDs, and the generally shorter period of time needed to enjoy a DVD, materials in DVD collections have a loan period of seven (7) days. DVD sets with three (3) or more discs have a loan period of fourteen (14) days. Hold requests may be placed for DVDs. Two (2) additional renewals of the original loan period will be enacted, if there are no pending hold requests for the item.

#### **3.3.2 Reference Materials**

Materials which are designated as non-circulating (e.g. reference books, newspapers, microfilm) may be checked out only with the specific permission of a Librarian or Branch Manager, who will determine the due date.

#### **3.3.3 Interlibrary Loan Materials**

Interlibrary Loan (ILL) is a courtesy service that allows NOLS patrons to borrow library materials from other libraries. The circulation policies, borrowing periods, and loan procedures for ILL materials are established by the loaning library, and therefore differ from those for NOLS owned materials.

Each NOLS patron may make up to 25 ILL requests each calendar year free of charge. A non-refundable fee will be charged for each ILL request beyond 25. The fee is set in Policy 4.2

Some loaning libraries and institutions may charge a fee for providing ILL materials. Whenever possible, NOLS will obtain ILL materials free of charge, but in the event the loaning library imposes a borrowing or photocopying fee, that fee will be passed on to the NOLS patron.

If the publication date for an item is less than two years in the past, and the item is still in print, NOLS will not place an ILL request for that item. Patrons may, however, request that such items be purchased for the NOLS collection.

NOLS reserves the right to decline ILL requests for any item which is readily available to the patron through other sources (such as items already in the NOLS collection; mass market items which are still in print; DVDs, etc.)

If an ILL item is damaged or lost, the fees charged to NOLS from the lending library or institution will be passed on to the NOLS patron.

Educator, Limited Service, and Temporary cards are not eligible to request or check out ILL materials.

### **3.3.4 Downloadable and Streaming Media**

Downloadable and streaming media have lending parameters that are based on vendor specifications. The NOLS Collection Management Team will consider additional circulation guidelines on downloadable and streaming media based on vendor options, community needs, and cost factors.

### **3.3.5 Miscellaneous Other Materials and Collections**

The Library may make other special materials and collections available for borrowing. The Executive Director or designee sets circulation periods and parameters for the following items based on their special nature, availability, and intended usage, as follows:

- Digital, Slide, and Overhead Projectors
- Book Kits
- Computers and Laptops
- NOLS Gear (instruments, tools, community passes, etc.)