



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

The 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, new magazines, 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 North Olympic Library System patrons to borrow library materials from other libraries world-wide. 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 search fee of \$5 per item will be charged for each ILL request beyond 25.

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 borrowing patron.

Educator and Limited Service cards cannot check out ILL materials.

3.3.4 Downloadable Media

Downloadable media has lending parameters that are based on vendor specifications. Checkout times are between 3 – 21 days with renewal availability dependent on the vendor.

3.3.5 Miscellaneous Other Materials and Collections

The library may make other materials and collections (such as AV equipment, reading group book kits etc.) available for borrowing. Circulation periods and parameters for these items are established based on their special nature, availability, and intended usage, as follows:

Item	Loan Period/Limits	Auto Renewals	 Holds Allowed
Digital, Slide, and Overhead Projector	<i>1 day</i>	<i>Yes, if no holds</i>	<i>Yes</i>
Reading Group Kits	<i>6 weeks</i>	<i>Yes, if no holds</i>	<i>Yes</i>
Laptop	<i>2 hours</i>	<i>No</i>	<i>No</i>