

City of Pacific Grove, California
City Council Policy

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Circulation of Library Materials	200-6(H)	December 2, 1992	1 of 2

PURPOSE: To establish policies regarding the circulation of library materials which are consistent and which may be fairly applied, and which will protect the property of the City of Pacific Grove.

POLICY:

1. Materials are checked out to anyone holding a valid Pacific Grove Library or Monterey Public Library card.

The Library will not monitor or restrict children's access to materials of any kind; any restriction of a child's access to materials is the responsibility of the parent(s) or guardian(s).

2. Check-out periods:
 - a. "14 day" materials include: all circulating non-fiction, new or old; all children's and young adult books; paperbacks; sound recordings; periodicals; maps; pamphlets; and fiction, except as described below.
 - b. "7 day" materials include: video tapes (except as described below), equipment, kits, and new short fiction (under 300 pages, added within 6 months).
 - c. "3 day" materials include: feature film video tapes.
 - d. "1 month" materials include: art prints.
 - e. "Non-circulating" materials include: reference books (see Reference Policy City Policy 200-6[C]), newspapers, magazines (newest and storage issues), documents, rare items from the rare Book Room, library equipment, microforms, computer software and any other materials so designated.
3. Renewal of materials
 - a. Materials may be renewed twice by telephone or in person on any 14-day or 1-month materials, except for periodicals and unless the material is on reserve.
 - b. 7-day materials may not be renewed.
 - c. Automatic renewals are available for teachers, vacationers and shut-ins.
 - d. Materials on reserve may not be renewed and should be returned promptly.

4. Return of materials
 - a. All materials must be returned, in good condition, by the date due marked on the material at the time of check-out, unless the material is renewed. Failure to return materials by the due date will result in the assessment of a fine according to the current City Resolution on fees.
 - b. Video tapes must be rewound and the tapes handed to a staff member to be checked or fees will be assessed. Video tapes left in the outside bookdrop will be assessed a fee.
 - c. Patrons are asked to report any damage or problems with library materials. Fees for damages may be assessed if the patron is responsible for the damage.
 - d. All library materials, except videotapes, may be returned inside the library, in the outside bookdrop at the corner of Grand and Central Avenues or at a MOBAC member library. Videotapes must be returned inside the Library and may not be returned to another library.
5. Patrons may reserve library materials (except for videotapes) not found on the shelf by paying the current charge.
 - a. Reserved items are held for one week after notification has been mailed.
 - b. If a patron requests a hold on materials currently in the library, the material will be held for 48 hours.
6. Patrons may request materials not in the Pacific Grove Library collection, adhering to the national interlibrary loan standards, by completing a request form and paying the current charge.

Approved by Pacific Grove Library Board, July 14, 1992

Adopted by City Council Resolution #6320, Council Policy No.200-6(H)

Approved by Pacific Grove Library Board, April 11, 1995

Adopted by City Council Resolution #6-003, February 7, 1996