BOOكس

Each branch has the responsibility of deciding which books are "in demand" at that library, and setting the loan period.

Patrons may check out any materials (regardless of patron's age) except those marked reference or marked not for circulation. Reference books cannot be checked out unless the branch librarian or other staff member in charge gives permission. This permission should be granted only on a case-by-case basis.

PERIODICALS (MAGAZINES)

Current issues of magazines are shelved on the magazine racks and may not be checked out. Back issues of magazines may be checked out.

Local newspapers should be stored until the microfilm of back issues is received.

BOOKMOBILE RENEWAL OF BRANCH BOOKS

For the convenience of the patron, the Bookmobile will renew branch books after the "No Hold" time period has past. No new books will be eligible for renewal.

The Bookmobile will continue to permit items borrowed from other branches to be returned and checked in.
CIRCULATION PRIVILEGES AND RESPONSIBILITIES OF STAFF

Permanent staff has certain privileges not available to the general public. These are privileges, not rights; they are not to be abused or they can be revoked. Contingency staff is not considered staff for the purposes of circulation.

The following perks and procedures we will observe:

- Staff has longer loan periods, in general, than does the public, does not receive overdue notices, and does not have to pay overdue fines.

However, there are changes that are to be implemented immediately as well as issues that need to be reinforced.

- Staff will always check out items from the building.
- Staff will check out materials used at his/her workstation for longer than a day.
- NEW, POPULAR MATERIALS are not to be checked out by staff before they have been on the shelves of the branches for which they were purchased for a minimum for 2 days. This will include all formats, not just books.
- NEW, POPULAR MATERIALS are not to be passed from staff to staff.
- Materials that are “new” to us but are older titles may be treated differently. As long as there is no reserve or demand for that title or that subject, the item may be checked out by branch staff or sent to a staff member at another location who is requesting it without the 2 day “on the shelf” rule applying.
- Best sellers and materials for which there are reserves should not be renewed.
- Staff is expected to be responsible for paying for damaged or lost materials.

VIDEO LENDING (includes all formats)

- Anyone presenting a valid library card, in good standing, may borrow videocassettes and DVD’s.
- There is a limit of ten (10) videos per library card. New patrons are only allowed to check out 2 videos for the first three (3) months
- Overdue fines are $1.00 per video per day up to a maximum of $5.00 per video.
• Patrons are fully responsible for overdue fines and the cost of lost or damaged videos not to exceed the purchase price.

• It is a violation of the copyright law to copy a video.

• Videocassettes checked out from the Rockingham County Public Library are "HOME USE ONLY" unless otherwise indicated. This means they cannot be shown in public places.

• The Rockingham County Public Library is not responsible for any damage incurred to a patron's video equipment as a result of using our videocassettes.