

Attachment D – 12/06/16

TO: Library Board
FROM: David Ruff, Director
RE: Proposed Changes In DVD Check-Out Period
DATE: December 6, 2016

Hi Everyone,

Staff has received requests from the public to allow longer check-out periods for DVDs, especially multi-part DVDs. Three-day circulation with no holds or renewals was felt necessary to ensure the availability of all fiction DVDs; however, there seems no need to do so now. This is in part due to the availability of streaming as a viable format.

Staff recommends that the Board make the following changes to our circulation policy to begin no later than January 1, 2017:

All DVDs, fiction and non-fiction, will circulate for seven days. Up to two renewals will be allowed if there are no holds on the item. Fines will be ten cents per day for this category.

New DVDs (high demand fiction and non-fiction DVDs) will circulate for three days with no renewals and no holds. Staff will identify which DVDs need to be included in this category and will decide when they can be moved to the seven-day “All DVD” category. Fines will be one-dollar per day for this category.