

COLUMBIA HEIGHTS PUBLIC LIBRARY

ORGANIZATION BORROWING POLICY

PURPOSE: To define the two types of organization borrowing (bulk loan and deposit collection) and to outline procedures for circulation and statistic gathering.

GUIDELINES: Holders of organization cards may ~~quality~~qualify for either or both of two programs: bulk loan and deposit collection. An Organization Card is available to the following organizations in Columbia Heights:

1. Government Agencies
2. Group housing facilities
3. Churches
4. Businesses
5. Civic groups
6. Schools (public, private, home, charter)
7. Licensed childcare facilities

The Organization card application form must be completed and signed by ~~someone~~staff authorized to commit the organization to any expenditures necessary to reimburse Columbia Heights Public Library for late fees/fines as well as fees for lost or damaged materials checked out on the card. The organization may include the names of up to five authorized borrowers on the application. It is the responsibility of the organization to notify the library of any change in the list of authorized borrowers.

1. The card must be presented by an authorized borrower at the time of check out.
 2. Agencies are responsible for all overdue fines, damaged fees, and/or replacement costs incurred on materials ~~charged-out~~borrowed on the Organization Card.
 3. Notices of overdue, lost or damaged materials will be mailed to the corporate address. If the organization provides an email address, these notices will be sent by email. ~~In addition, a~~A courtesy notice of materials due in three days is sent to organizations providing an email address.
- 1) **Bulk loans** make a large quantity of library materials available to groups beyond the limits of the library building
 - a) Overdue fines, as well as damage and replacement fees will be assessed.
 - b) A maximum of 100 items may be checked out for 45 days. Materials are not renewable.
 - 2) **Deposit collections** make library materials available off-site to persons who either have limited or no access to the library building (e.g. senior citizen housing).
 - a) No overdue fines will be assessed; agencies will be responsible for damage and replacement fees.
 - b) Materials are selected by a librarian after arrangements with the agency have been made for ~~pick-up~~pickup and delivery of the collection. The size of the collection will also be determined at this time.
 - c) Agencies must provide space for materials, and one staff member will serve to oversee the collection and communicate with library staff.
 - d) The borrowing agency will provide a format for recording the use of the collection within the off-site facility. The library requires these statistics for annual reports.

Approved: _____

Columbia Heights Public Library Board of Trustees _____
Barbara E. Miller, Chair

Adopted October 5, 1999
Revised 6/3/03; 5/31/07; 9/4/07; 3/3/2021