



Clinton-Essex-Franklin Library System *CEFLS Video & DVD Rotating Collection Circulation Policy*

*Approved by the Board of Trustees
September 21, 2007*

CEF Videos and DVD's are loaned directly to member libraries each month through the rotating collections and may be kept by that library for two months. Each library should have two collections at any given time.

Libraries are responsible for returning a rotating collection to CEF after the two month period for that collection in the gray zippered bag in which they arrived.

- Each collection of videos and DVDs contain approximately 30 items which are labeled on the back with the collection number. This number will also correspond to the number on the bag in which the collection was received.
- Libraries should remove the collection from the gray bag and retain the bag until it is time to return that collection.
- Only videos and DVDs should be returned to CEF in the grey collection bags.
- Videos or DVDs without collection numbers on the back are substitutions to that collection made when the preceding library was late in returning an item.
- The circulation period for all materials is 2 months.
- Items in rotating collections can be renewed if there are no requests for them.
- Materials are generally renewed once, for 4 weeks.
- Items currently requested by other patrons or member libraries may not be checked out and should be returned to CEF in the next delivery in the case of a request by another member library or bookmobile patron.
- Overdue notices will be sent out for items that are not returned by the due date (see 'Lost Items Policy').
- While we expect that some items may be checked out to patrons at the time a collection is due to return to CEF, the materials should be returned to CEF as soon as possible upon their return from the patron and clearly labeled that they are rotating collection materials.
- Libraries will be billed for lost or damaged items (see "Lost Items Policy").