



Direct Loans

Policy

The Chinook Arch Regional Library System Headquarters maintains a limited professional collection. Chinook Arch may also develop special collections of materials. All special collections developed by the System will either circulate among member libraries or be housed in the headquarters and made available to member libraries and their patrons upon request.

Chinook Arch Regional Library headquarters will not normally lend materials but will:

- Provide direct loan of special collections to member libraries
- Facilitate Regional Lending Service and Interlibrary Loans
- Participate in the Alberta Provincial Resource Sharing Network
- Maintain a limited professional collection

The System will not normally make direct loans to library patrons or member library staff except for Headquarters staff, with the exception of special collections. Staff and patrons of member libraries may request materials held at Headquarters and borrow these through the local library.

Chinook Arch Headquarters staff may borrow materials directly from Headquarters or member library collections with a Chinook Arch staff card. Materials belonging to the System, but housed in member libraries, are subject to the lending rules of the library which loans the material and are the responsibility of the lending library. All policies and decisions regarding the loan of member library materials are the responsibility of the member libraries.

Guidelines

1. Materials owned and housed at headquarters will be lent to member libraries, patrons and System Headquarters based on current circulation rules for that item type.
2. If materials are not returned, fines may be levied up to replacement value.
3. Current issues of magazines will not be circulated.
4. Special collections are to be developed according to the needs of Chinook Arch and member libraries. Special collections may include:
 - a. materials relating to trustee development, fund raising, marketing, communications, and other areas of concern identified by the Library System; circulating block collections (e.g. DAISY books, audiobooks, large print books);
 - b. professional materials as identified by Chinook Arch staff and member librarians.
 - c. materials in special formats, such as downloadable collections.

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