

**Need to be included in your board approved Circulation policy and readily available to patrons:**

- What are the loan periods for your items (Adult Fiction, Adult Non-Fiction, Juvenile Fiction, Videos, etc.)
- How many times can a patron renew for each kind of item?
- How many days is your grace period (days that an item is overdue without accruing a fine)?
- How many holds (requests) can a patron place at a given time (do you have a hold limit)?
- What is the amount of fines per day for each kind of item?
- What is the amount of the maximum fine for each kind of item (is there a limit to how large a fine can get for an overdue item)?
- What is the maximum number of overdues a patron can have without losing borrowing privileges?
- What is the total amount of fines a patron can have without losing borrowing privileges?
- What is the maximum number of items a patron can have out?
- How long is your library card good for (expiration date)?
- What are the dates that your library is closed?

*\*\*Please note that each of these questions is different for children & adults.*

- Patron address verification: for example, a picture ID AND a recent piece of mail (utility bill) that shows current address.
- Parent / guardian consent for children under a certain age (many libraries use 14 or 16). You should have a form and keep signed forms for future reference.

Please report the answers to these questions (send a copy of your circulation policy) to your Consultant at NCLS and remember to also alert us to any changes so we may update the SIRSI system to reflect those changes.