

SCOTT COUNTY LIBRARY SYSTEM

Board motion:

reviewed: July 2009

AV POLICY & PROCEDURES

1. Audios may be checked out for three weeks by anyone having a valid library card and may be returned to any MELSA library.
2. Extended Use fees of \$.30 per day per title are charged for items returned late. The maximum late fee for audios is \$7.00 per title.
3. Audios may be requested from other Scott County Library branches. Requested titles will be held for 5 days at the larger branched and 10 days at the smaller branches after the customer has been called.
4. Audios may be renewed twice for an additional three-week period if there are no requests on the title.
5. Current library holdings for books on tape and CD are listed in the catalog under subject "Talking Books" and further subdivided for abridged, unabridged, children, etc. Cross-references are found in the catalog to assist in locating items.
6. Audios may be inter-library loaned per MELSA guidelines.
7. Damaged talking books will be replaced or repaired if they have continued value to the library system. Replacement for part of an item is not an option on most talking books. (exception: Recorded Books & Books On Tape) Please refer to the section on damaged materials if you have questions.
8. Gift audios are subject to the same principles that govern the purchase of library materials. The Library reserves the right to add them to the collection, sell, or discard them.
9. Requests for audios not owned will be given consideration for purchase.
10. Twenty talking books on Cassette and 20 talking books on CD are rotated the second Friday of each month among the branches. (10 Fiction, 5 non-fiction, 5 juvenile/young adult)
11. Talking books are shelved together.
12. Call numbers are preceded by an indicator code to identify material type.