

CIRCULATION POLICY

This policy is an essential component of NEGRLS shared services. Affiliated libraries must abide by the policy as approved by the Regional Library Board.

All patron records are confidential and may not be revealed to any person outside the library system staff without a court order.

DEFINITION - Circulation measures use of library materials and is defined as checking out the item to the patron for use outside the facility. Should the patron wish to renew an item, the renewal will count as an additional circulation. Check-ins will not count in circulation.

Many matters relating to circulation are governed by the Georgia Library PINES (Public Information Network for Electronic Services) policies as approved by the State of Georgia and as accepted by all affiliates as a condition of participation in PINES.

A copy of the full PINES agreement and policies is kept at each affiliate.

Matters related to circulation that are not addressed by PINES policy may be decided locally by each county board, or, when a regional policy is necessary, by a consensus of the affiliate library managers and the regional staff. In those cases, regional board approval will be required. Affiliate library boards and management may not modify regional circulation policy.