

## Special Collections Policy

The library will add unique materials to the library collection based on several conditions, including but not limited, to the following:

- Funding, ease of maintenance, storage, special interest, and relevancy.
- When new items are added to the collection, such as e-readers or other equipment, specific circulation rules will apply.
- The rules/procedures for a special collection will be based on, but not limited to, the following: availability, safety, seasonal restrictions,
- As new special collections are made available to the public, there may need to be restrictions of use placed upon materials for purposes of “beta testing”.
- The scope of all special collections are subject to the discretion of the library administration

Policy added/approved: May 2011, Revised 01/04/2016

### 1. Special Collection: Ice Skates

- Ice skates check-out policies will follow our current DVD check out rules.
- 2-day check out, 1 renewal (for 4 days total check out), 50 cents/day fines, limit of 3 pairs of skates per card holder
- No holds can be placed on skates
- Ice skates must be returned inside the library and NOT in the book drop
- Regular restriction in regards to overdue materials on library account will apply to ice skates check out
- Overdue policy:
  - Patrons with more than five (5) overdue items will have borrowing privileges withheld until overdue materials are returned. Patrons with more than 5 overdue items may not use another patron’s card in order to check out materials.
  - If a family member residing in the patron’s or child(ren)’s household has fines totaling \$5.00 or more the librarian is authorized to withhold borrowing privileges to all family members until payment of the fines has been made.

Board reviewed/approval date: 10-3-14 ice skates

### 2. Special Collection: Book-A-Bike

- No biking on inclement weather days (rainy, foggy, days or days with severe weather advisories)
- Borrowers must have a current Barlow library card in good standing (per library policy)
- Everyone must have a **Lending Agreement** on file, information recorded in Circ record
- Children up to and including age 12 years must have a parent or guardian present to borrow equipment & **Parental/Guardian consent** form on file
- Teens 13-17 years may borrow equipment without an adult present, but must have a **Parental/Guardian consent** form on file

- Bikes and equipment may be borrowed from the point of check out until at least 15 minutes before library closing and before dark of the same day.
- Check out for bikes/equipment is when conditions are acceptable for check out, no renewals, fines are 50 cents per day, limit to two bicycles/equipment (Burley, trailer bike) per card holder
- No holds can be placed on bicycles.
- If checking out a bicycle, **helmets are required**—the library can provide one for check out or patron can use their own
- Helmets and locks are also an all day check out, no renewals, 50 cent fine per day.
- Borrowers must report any damage or malfunctions to library staff immediately
- **A bike lock must be checked out when checking out a bike.** When left unattended, equipment must be locked and secured
- Borrowers are responsible for stolen or lost equipment
- Borrowers must obey traffic and bike path rules and courtesies
- Book A Bike Season is determined annually by library administration based on weather and other conditions.

Board reviewed & updated: May, 2011

Board approved: 12-1-14 BAB

Revised: BAB 09/14/2015, 01/04/2016