

Memo

To: Montana State Library Commission

From: Jennie Stapp, Digital Library Director
Darlene Staffeldt, State Librarian

Date: May 21, 2010

Re: Circulation policy

The Commission is asked to review the following draft State Library policy at the June Commission Meeting. Action will be requested at the August meeting.

Circulation Policy – Review

The primary impetus for this current revision to the MSL Circulation policy was a change that the Montana Shared Catalog Membership approved at their Fall 2009 meeting. At that time, the Membership chose to limit the number of circulation polices member libraries can select from in order to reduce the overall administration required to manage the MSC as new libraries are added. This change impacts MSL circulation procedures not documented here. MSL is using this opportunity to clarify our circulation policy and to pull out those items previously in policy, including circulation periods, which are procedural and should not be included in policy. If the Commission wishes to view current MSL circulation procedures, those procedures will be made available upon request.