

**Administration of Circulation Policies and Procedures
Board / Director Division of Responsibilities**

Library Board	Library Director
Policy Making Authority	Recommends policies to library board and implements library policies and procedures.
Final authority on interpretation and enforcement of circulation policy.	Responsible for administration and interpretation of circulation policy. Communicates and interprets policy to library staff and patrons. Oversees development of procedural manual / guidelines for implementing policies.
Establishes Fee-Structure for Library	Recommends fee structure, based on area norms. Oversees implementation of fee-structure, with authority to use discretion in special circumstances.
Establishes maximum limits for fines/overdue materials for clear borrowing privileges.	Has discretion to suspend borrowing privileges, or take other actions deemed necessary to protect the financial interests of library.
Approves check-out limits for varying collection areas.	May place a limit on number of items borrowed during periods of high demand, or in cases where the number of items in a certain category is insufficient to fully satisfy resident demand.
Authorizes use of collection agency, if deemed necessary to preserve library collection or assets.	Implements use of collection agency if authorized by Library Board, supervising accounts that are to be turned over for collection.
	Supervises overdues and fine collections as needed.
Determines which nonresident constituencies may have borrowing privileges, along with any accompanying fee structures or limitations accompanying this privilege.	Keeps board informed of financial implications/costs of serving different constituencies.
Final authority for appeals.	All circulation policies are subject to the judgement of the Library Director under special circumstances. Any decision made by the Library Director may be appealed to the Library Board.

