

JEFFERSON PUBLIC LIBRARY  
City of Jefferson, Oregon  
**Circulation Policy**

***INTRODUCTION***

Purpose of Procedure: One of the library's core functions is to lend out physical and electronic books, movies, music, and more to the Jefferson community. This policy outlines the rules governing this service to the public so that everyone can get access to what they need.

Mission: Jefferson Public Library supports an informed community, lifelong learning and the love of reading by promoting access to the universe of ideas and information to all city and county residents.

***GENERAL PRINCIPLES***

Intellectual Freedom: The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements.

Equity: The library strives to provide equitable access to materials and information, providing similar check-out lengths, item caps, and access to all of the users in our service area (or who pay the difference to be included in our service area).

Lifelong learning and literacy: Every library user should be able to use the library's available resources to learn throughout their life. The library supports this goal by ensuring prompt access to books and other materials at the time they're needed.

***PROCEDURE***

The following materials are checked out for three weeks at a time:

- Physical books
- Seasons of television shows on DVD or Blu-ray discs
- Music CDs
- Audiobooks
- Periodicals
- Early literacy kits (backpacks)

The following materials are checked out for one week at a time:

- Movies on DVDs and Blu-ray

The following materials are checked out for 90days at a time with no renewals:

- T-mobile wifi hotspots

The following materials are checked out for variable lengths of time (patrons may choose one, two, or three weeks):

- eBooks from Library2Go
- Digital audiobooks from Library2Go

Effective date: 8/18/22

Nadia Heinrich, Library Director

Approved by City of Jefferson Library Committee: 