

LP 110 Return or Transfer of Materials Policy

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Policy:

The County of Prince Edward Public Library supports the idea of a floating collection in order to share materials between branches. This concept, as explained in the Library Journal article “The Latest Wave” by Ann Cress, October 1, 2004, enables libraries to make the maximum use of their collections.

To uphold this concept within the library system, patrons are encouraged to return materials to any branch of the County of Prince Edward Public Library as it is convenient for them.

Procedure:

- When an item is returned to a branch that it was not loaned from, library staff must collection exchange it and keep it in their collection.
- The only exceptions to this guideline are items that are received from grants and must remain at the specific branch, and special collections that belong to one individual branch.
- Library staff will endeavor to circulate materials if they become aware of duplicate items in their collection, they may forward them on to other branches as they see fit. Similarly, if they become aware of an area in which their branch requires more materials, they may request materials from other branches at their discretion.