

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-20-50**

**SECTION: Circulation Services**

**SUBJECT: COLLECTION USE PARAMETERS**

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<b>SUMMARY</b>		Delegates to the County Librarian the authority to designate loan periods and other collection use parameters.
<b>Effective Date:</b>		June 12, 2015
<b>Reviewed:</b>		October 4, 2017
		October 27, 2021
		October 13, 2022
		July 10, 2025
<b>POLICY</b>		a. The Johnson County Library Board of Directors delegates to the County Librarian the authority for the following collection use parameters: determining what materials shall be circulating or non-circulating; setting loan period schedules; setting renewal limits and determining which types of materials are subject to being held for patron requests (holds).
		b. The County Librarian uses the following guidelines in making the above determinations:
	Rationale	i. The library administers its collections for the equitable sharing of library resources in the interest of all patrons.
	Considerations	ii. In determining collection use parameters, the library considers elements such as scarcity of materials, ease of replacement, probable use, format, security issues, and allowing response to emergent or immediate changes or public demands.
	Procedures	c. A schedule of these parameters for each type of material held by the library will be set out in administrative procedures approved by the County Librarian.

**July 10, 2025**

**ARM 20-20-50 End**