



Agenda Date: 12/4/2007
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Janet McCoy - Director
Library
REPORT BY: Janet McCoy, Library Director, 253-4208
SUBJECT: Checkout Policy Revision

RECOMMENDATION

Library Director requests adoption of a revised Library "Checkout Policy."

EXECUTIVE SUMMARY

The primary changes to the Library's Checkout Policy include allowing past issues of magazines to be checked out for 7 days and adding provisions for the checkout of "Hot Picks" books and DVDs.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Patrons ask library staff every day if they can check out our magazines. It is a common practice in the majority of public libraries nationwide to allow the past issues of a magazine to circulate. The St. Helena Library and the Solano County Libraries check out their back issues of magazines.

The library's current Checkout Policy does not allow past issues of magazines to be checked out of the library and

does not include the library's new "Hot Picks" collections. The proposed revision includes allowing past issues of magazines to be checked out for 7 days and adds provisions for the checkout of "Hot Picks" books and DVDs.

The revised policy, with changes marked, is on file with the Clerk of the Board.

The Library Commission unanimously approved the revision of the "Checkout Policy" on November 19, 2007.

SUPPORTING DOCUMENTS

A . Checkout Policy

CEO Recommendation: Approve

Reviewed By: Maiko Klieman