



Agenda Date: 5/24/2005
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Janet McCoy - Director
Library
REPORT BY: Janet McCoy, Library Director, 253-4242
SUBJECT: Revision of two library policies

RECOMMENDATION

Library Director requests adoption of revisions to the Library "Gifts and Donations Policy" and the "Interlibrary Loan Policy."

EXECUTIVE SUMMARY

Revisions in the library's "Interlibrary Loan Policy" establish and clarify the conditions for borrowing materials from other libraries. Revisions in the library's "Gifts and Donations Policy" incorporate the library provisions of the County policy in addition to general language clarification.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The proposed revision of the library's "Interlibrary Loan Policy" establishes a limit of five requests per customer per week. This is necessary because the State Sutro Genealogical Library has warned that the number of Napa

requests has become excessive. The revision also clarifies that there is no charge for SuperSearch requests which is a link on the library catalog web page that enables a simultaneous search of library catalogs of Contra Costa, Lake, Marin, Mendocino, Napa, Solano, and Sonoma counties.

The proposed revision of the library's "Gifts and Donations Policy" incorporates the special provisions of the County Policy that pertain to the library as referenced in Board Resolution 99-56 and includes other general editing for clarification.

The revised policies are on file with the Clerk of the Board.

The Library Commission unanimously approved the revision of these policies on April 11, 2005.

SUPPORTING DOCUMENTS

- A . Interlibrary Loan Policy
- B . Gifts & Donations Policy

CEO Recommendation: Approve
Reviewed By: Michael Stoltz