

POLICY TITLE: Temporary Deposit Collections

ADOPTION/LAST REVISION: Adopted 1-14-97

- A. The Marshfield Public Library may provide temporary deposit collections for:
 - 1. Special needs groups where library visits are inconvenient, difficult or impossible.
 - 2. Wood County public libraries (as indicated in the Wood County Plan for Public Library Service).
- B. The Library reserves the right to determine valid sites, and services provided, based upon the appropriateness of the site, degree of need, and limitations of library staff and collection.
- C. Due to the diversity of the sites, the materials, loan period(s), and pick-up/delivery for each site will be determined by library staff in consultation with the organization.
- D. Financial, as well as handling & shipping, responsibilities for deposit collection materials will be assumed by the deposit site. The library reserves the right to refuse deposits to sites which abuse materials or loan periods.
- E. Deposit collections are supplemental services of the library and, as such, staff allocations, funds, and materials are provided on an as-available basis.
- F. The confidentiality of patron records extends only to the organization borrowing the materials. The library cannot insure confidentiality for persons utilizing deposit collection material at any of the sites.