

POLICY TITLE: Temporary Deposit Collections

ADOPTION/LAST REVISION: Adopted 1/14/97; Reviewed 5/18/2021

- 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 Everett Roehl Marshfield Public 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.