

LOUTIT DISTRICT LIBRARY DEPOSIT COLLECTION POLICY

In order to maintain an available collection of certain popular items, Loutit District Library will levy a refundable deposit on a limited number of items in its collection known as the Deposit Collection.

These items will be selected at the discretion of the Adult Services Librarians and with the approval of the Library Director.

The areas have been chosen due to the high instances of non-return of materials. The general subjects in the deposit collection include, but are not limited to:

- educational and vocational testing
- divorce
- car repair manuals

The amount of the deposit will be \$10 cash per item refundable upon return of the item to Loutit District Library.

All Deposit Collection items will be labeled as requiring a deposit.

All Deposit Collection items will be cataloged indicating the deposit.

Items in the Deposit Collection will not be loaned to other libraries.

If an item is returned in the book drop without request for the deposit, we attempt to contact the patron via telephone, U. S. Postal Service and e-mail, when available. We will attempt contact monthly for six months. If after this time the deposit is not reclaimed the deposit will be deemed forfeited. If the Deposit Collection item is not returned the Library may retain the deposit in addition to normal collection replacement costs

Adopted by the Board of Trustees of Loutit District Library on June 22, 2004.

Mary Jane Belter, Secretary