

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Cynthia Cowell, Library Services Director
949-717-3801, ccowell@newportbeachca.gov

PREPARED BY: Melissa Kelly

APPROVED: Cynthia Cowell

TITLE: Circulation Policy Update and Amendment

ABSTRACT:

The Library Circulation Policy was last updated and approved in February 2012. Since that time the Board of Library Trustees has approved the addition of new types of materials. The proposed amendment to the Circulation Policy includes these new collections and the associated circulation rules. The proposed updated also includes changes in wording to create a more consistent document.

The proposed Circulation Policy also includes a decrease in the fine assessed for overdue videos from \$1.00 per day to \$0.25 per day.

RECOMMENDATION:

Staff recommends that the Library Board review and approve the proposed changes and addition to the Circulation Policy including the change in section 9.02, Fines for Overdue Materials, as it relates to DVDs.

FUNDING REQUIREMENTS:

The submitted change would not require any additional funding. It may, however, result in decreased revenue. Last fiscal year the Library collected \$171,000 in overdue fines. A portion of these fines was for late videos. Although we do not have a precise calculation for that amount, if you consider that the video collection is approximately 9% of the total Library collection, there is a potential for an \$11,000 decrease in annual revenue.

DISCUSSION:

The Library began circulating videos in the late 1980s. At that time the policy was established to include a \$1.00 per day fine. This fine was significantly higher than the fines for other materials because the average purchase cost of a video was much higher than the cost of a book; therefore, the Library's collection of videos was small. The \$1.00 fine was used to encourage people to return the videos in a timely manner in order to allow the items to be available to more customers. Currently, our video

collection, which has changed from the VHS format to DVD and BluRay, is proportionately larger than it was in the past. There are many titles and multiple copies of titles for the customers to choose from and they rarely go home empty-handed. The Library has been able to grow this collection because the average purchase cost for a DVD has dropped significantly over the years, making them more in line with the cost of a book. Based on the current purchase cost and availability of titles, it seems logical to align the fine for non-rental videos with the fines for other library materials such as books and audio books, that being \$0.25 per day.

ENVIRONMENTAL REVIEW:

Staff recommends the Board of Library Trustees find the approval of the attached Circulation Policy is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential to have a significant effect on the environment.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

Submitted by:

Cynthia Cowell

Cynthia Cowell,
Library Services Director

Attachments: A. Draft of Circulation Policy