



MEMORANDUM

DATE: November 21, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Revisions to the Circulation Loan Periods and Item Limits Policy

Please find attached recommended revisions to the Circulation Loan Periods and Item Limits policy. As the library has added new collections and grown others, the revisions proposed reflect these changes.

Three of the collections, (Try-It-Yourself [TIY] Kits, Yard Games and Board Games) are fairly new and still small, so the shortened loan periods are intended to give more patrons an opportunity to check them out. Please note that “Lawn Games” are now labelled “Yard Games.”

The Wonder Books collection is a new addition. Procedures for the Book Club Kits are new and include a shortened loan period, to make the collection more accessible to patrons and facilitate self-service. The previous procedures demanded more staff attention as they required staff to manually set the due date.

