

## **Bulk Loans to Nebraska City Assisted Living, Retirement and Care Facilities Policy**

1. Loans consisting of no more than 50 items will be available to the assisted living, retirement and care facilities in the Nebraska City area. Reserve books or new books (in the library less than six (6) months) will not be available for loan.
2. Loans of books will be checked out for four (4) weeks. The entire collection may not be renewed. However, if a limited part of the collection is still in use by the borrowing facility, and the title has not been requested and placed on reserve, they may be renewed twice. Any reserve books not returned will automatically be marked as lost.
3. If a book has not been returned after the renewal due date staff will notify the facility and mark the item as lost. From notification date the facility has 30 days to locate and return an item marked as lost. Payment of the lost item will be due at the end of the 30 days.
4. A replacement fee will be charged for lost, destroyed, or damaged library material. (Definition of destroyed is the material is ruined and no longer in suitable condition for general circulation.)
5. Special loan requests may be arranged through the Library Director and staff.

Amended May 12, 2021