

3. *Special Materials*

Periodicals

All libraries in the System are encouraged to maintain a collection of current periodicals to fill the needs of various age and interest levels. Periodicals are an important source of information which has not yet or may never appear in book form. A vast amount of information is made available through trade and professional journals in fields such as science, business and industry. Popular magazines for reading are also needed.

Librarians will regularly review magazines and take note of usage so that lists reflect the interests of all groups. Back issues are physically stored in accordance with available storage space and demand and stored in the database in accordance with WYLD guidelines which currently state that no more than 60 issues per periodical titles should be maintained in the database for each library.

Magazine indexes are available online, and may include full text options. The availability of magazines articles online may alter a library's choice of magazines kept for reference purposes.

Reference

All libraries must maintain an atlas, unabridged dictionary, and an encyclopedia (online and/or print). All print reference materials must be so marked (RED over the catalog number) and maintained in a separate section of the library. Library staff may allow circulation of reference material at their discretion. Materials should be designated "Reference" only if they need to remain in the building.

Newspapers

Each library is expected to subscribe to the local newspapers, and to either a statewide newspaper or to the closest quality daily paper. These may be kept on file as needed, or allowed to circulate after new copies are received. Local papers will be stored on microfilm.

The Kemmerer library has an agreement with the Kemmerer Gazette for store of some original publications of the newspaper. Because of the fragile condition of much of the collection, staff will first direct patrons to digital or microfilmed formats with the archived copies being last choice.

Paperbacks

Paperbacks may be used for the following reasons:

- To supplement and meet the demand for the title in hardcover;
- To acquire original works that appear only in paperback;
- To supply a title that will be outdated quickly.

All mass market paperbacks are considered expendable and are not considered part of the permanent collection unless they meet the requirements instituted for purchase. Librarians are not required to have review sources for paperbacks.

Textbooks

Textbooks are purchased only when no other materials are available in a given field. In certain subject areas, textbooks often represent the best and only information. No attempt will be made to honor student demands for textbooks in specific subjects since these can be obtained through Interlibrary Loan.

Government Documents

Local government documents including School Board policies and city ordinances will be maintained and shelved in the Reference or Documents section of the libraries. State and Federal documents will be added to the permanent collection only if they have relevance to the local area. If government documents are available online, libraries are not required to keep print copies.

Audiobooks

Adult and family audiobooks (CD and Playaway formats) will be purchased by a designated librarian for the entire system for inclusion in the sets that rotate semiannually among the six libraries. Selections will include unabridged fiction and nonfiction. Abridged versions are selected only in rare circumstances.

Juvenile audiobooks will be part of each library's permanent collection. Selection criteria is similar to that used for the selection of books.

The circulation desk staff will check these materials before and after they are checked out to insure that no pieces are missing or damaged.

Videocassettes and DVDs

Videos and DVDs intended to meet the educational and recreational needs of adults will be purchased by a designated librarian for the entire system for inclusion in sets that rotate semiannually among the six branches. Emphasis is placed on educational and documentary DVDs on a variety of subjects. A branch library may establish and maintain an adult collection of nonrotating DVDs.

Juvenile videos and DVDs will be part of each library's permanent collection. Selection criteria is similar to that used for selection of books.

All personnel will understand the copyright laws as they pertain to video materials and insure that patrons are advised of them by posting in a conspicuous place, the laws and

consequences of violation. Only videos and DVDs covered under the annual licensing agreement purchased by the library may be shown to the public.

eBooks

LCLS patrons have access to eBooks through 3M Cloud Library, Freading, and Virtual Library. 3M Cloud Library and Freading titles are selected and purchased for statewide use by the Wyoming State Library staff.

The LCLS is part of a seven-member consortium of libraries that commits funds and purchase titles through Overdrive's Virtual Library. Patrons have access to the titles purchased by each of the member libraries (with some exceptions). Member libraries are responsible for the expenditure of their funds committed to the Virtual Library collection and for selection of titles.

For the LCLS, one person is designated to select and purchase eBook titles through the Virtual Library. Title selection will be in accordance with the LCLS Collection Development policies. Every effort will be made to avoid duplication of 1) titles pending or ordered by another member library and 2) titles currently in the 3M Cloud Library and Freading. Adopted 10/16/2014.

Lincoln County Library System Interlibrary Loan Policy

An interlibrary loan system has been established with the Wyoming State Library and other libraries throughout the State. The system allows for some nationwide access. Lincoln County Libraries will follow the “Best Practices” established by the Resource Sharing Council. A designated staff person in each library will be primarily responsible for interlibrary loan activities.

Patrons may make interlibrary loan requests themselves through WYLDLDCAT or they may make requests through staff at the circulation desk.

All materials, except those acquired (six months and newer) may be loaned for a period of 30 days and renewed once. Recent acquisitions are generally not available for loan outside Lincoln County, but may be loaned at the discretion of the ILL staff person. New materials, if available, will be loaned for a 14-day check-out period.

Effective, October 1, 2010, a \$2.00 fee will be charged for each item borrowed from an out-of-county library. The fee will be collected at the time a patron picks up his/her requested item(s). An exception will be made for teachers who are borrowing materials for their classrooms. Parents who homeschool their children are included in the fee exemption. If an item is not picked up, the fee still applies. Lending libraries may impose fees as well.

If a patron return to a Lincoln County library materials that are borrowed from another county, the materials will be returned to the lending library at no charge. Amended 08/19/2010 Amended 08/15/2013