

Policy Statement

As part of its mission of service to the community, the Library may loan collections of materials to partner organizations within Harrison Township for use by their members.

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Regulations

1. At its discretion, the Library may loan collections of materials, referred to as a *satellite collection*, to partner organizations within its legal service area. Any such loan will be by mutual agreement and either organization may terminate the loan of the collection at any time for any reason.
2. The Library will choose the materials to include within the satellite collection, though it may seek input from the partner organization. The quantity of materials will be by mutual consent of the Library and the partner institution.
3. The Library will create a Resident/property owner card account for the partner organization and apply the materials composing the satellite collection to the partner organization's Library card account.
4. The partner organization will not be responsible for keeping inventory of the satellite collection or monitoring its use.
5. The partner institution will not be assessed fines, damaged charges, or lost fees by the Library for items loaned to it as part of the satellite collection.
6. The Library may periodically rotate materials of its choosing into or out of any satellite collection.

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Approved: March 14, 2016  
Harrison Township Public Library Board of Trustees