

**Title: Accessible Resources and Services Circulation Policy**

**Effective:** September 3, 2024

**Review Date:** September 3, 2024

**Status:** New Policy

**1.0 Purpose and Need**

- A. Virginia Beach Public Library circulates equipment and materials to Accessible Resources and Services customers.
- B. Customers are expected to return materials and equipment per the guidelines of this policy.

**2.0 Acronyms**

ARS – Accessible Resources and Services  
BARD – Braille and Audio Reading Download  
NLS – National Library Service for the Blind and Print Disabled  
USPS – United States Postal Service  
VBPL – Virginia Beach Public Library

**3.0 Definitions**

- A. Materials - braille books, books on digital cartridge, descriptive DVDs, large print books, or any specialty items on loan from Accessible Resources and Services
- B. Equipment – digital book machines, braille eReaders, and any accompanying accessories.
- C. Customer - patrons of the service, their care partners, and potential patrons of the service.

**4.0 Equipment Circulation**

- A. Customers may keep the audio book player and braille e-reader for the life of their service or until they are no longer receiving services.
- B. Individual account holders receive 1 digital player upon acceptance into the program and 1 braille e-reader upon request.
- C. Institutional account holders receive up to 2 players upon acceptance into the program.
- D. Equipment must be returned to ARS if a customer or institution becomes ineligible or does not use it for 12 months.

## **5.0 Materials Circulation**

- A. Materials remain property of the library and are on loan to the customer.
- B. Customers may not lend materials to other persons or customers of the service.
- C. Materials being returned to the library must be placed into the hands of the USPS by dropping them in a street mailbox or delivering them directly to the post office.
- D. Audio and Braille Books on Cartridge
  - 1. Once registered to receive materials from ARS, customers are sent a maximum of 3 multi-book cartridges.
  - 2. To receive more audiobook or braille cartridges, customers must return at least 1 cartridge through the USPS or bring them in to a VBPL location.
  - 3. If ARS does not receive cartridges within 6 months after checkout, customers are called the beginning NLS's next fiscal year (October) to ensure account currency and accuracy.
- E. Large Print Books:
  - 1. The loan period for Large Print Books is 5 weeks.
  - 2. Renewals are only allowed if there is not an existing hold on the book from another customer and is for an additional 5 weeks.
  - 3. Customers may borrow a maximum of 6 large print books at a time.
- F. Descriptive DVDs:
  - 1. The loan period for descriptive DVDs is 5 weeks
  - 2. Renewals are only allowed if there is not an existing hold on the DVD from another customer and is for an additional 5 weeks. .
  - 3. Customers may borrow a maximum of 2 descriptive DVDs at a time.
- G. Magazines
  - 1. Magazines loaned through the NLS subscription database are returned to the approved NLS vendor listed on the return address.
  - 2. Customers may have one or more magazine titles sent to his/her address.
  - 3. The loan period for magazines sent from NLS is 6 weeks.

#### H. BARD

1. Digital book and braille titles downloaded from BARD have no due date or return date.
2. BARD titles are limited to 100 downloads per month on the mobile app and 500 downloads per month from the computer application.
3. Customers may keep their pre-existing BARD downloads on their device even after their account is suspended.

#### 6.0 Overdue Materials

- A. Customers are not charged fines for overdue or lost materials or equipment per NLS Guidelines.

Approved by

A handwritten signature in blue ink that reads "K. B. Knight". The signature is written in a cursive, flowing style.

Kimberly Knight, Director of Libraries