

**Title 2**  
**Chapter 7**

**Services**  
**Deposit Collections**

**02-07-01      Qualification**

- a) Any organization or business within the city of Two Rivers is eligible to receive collection of library materials for use within their organization.
- b) To receive this service, organizations must fill out an application for a library card for deposit collections.
- c) Applicants may be asked to furnish verification of information supplied on the library card application.
- d) To be eligible for this service, organization must accept financial responsibility for all materials in the deposit collection that are lost or damaged. Failure to do so will result in the loss of library privileges.

**02-07-02      Use of Materials**

- a) Overdue fines will not be levied on materials in deposit collections.
- b) The amount of materials that can be checked out for a deposit collection is 75 items.

**02-07-03      Delivery**

- a) Library staff will prepare materials to be included in the deposit collection based on the expressed needs of the organization.
- b) If an organization has no one able to pick up and deliver for them, Lester Public Library staff will deliver subject to availability.

(Approved 7/13/04)