

07 NCAC 02H .0305 CIRCULATION

(a) The Library shall provide materials and playback equipment to users in accordance with the Library of Congress' NLS Network Library Manual hereby incorporated by reference, including subsequent amendments and editions, and accessible to users free of charge at <https://statelibrary.ncdcr.gov/blind-print-disabled/apply-services/loan-policies-and-handbook#nls-administrative-procedures>.

(b) The Director of Accessible Books and Library Services may suspend a user's Library services for one or more violations of the following:

- (1) failure to return materials within the borrowing period. The borrowing period for materials are as follows:
 - (A) six weeks for books;
 - (B) two weeks for magazines; and
 - (C) three weeks for DVD and VHS tapes;
- (2) damage to equipment or materials;
- (3) unauthorized use of materials or equipment, such as loaning materials or equipment to an ineligible person or modification of items owned by the Library; or
- (4) exhibiting verbal or physical behavior toward Library staff that is abusive, offensive, or threatening.

(c) The Director of Accessible Books and Library Services shall determine the period of suspension not to exceed six months. In determining whether a violation shall result in suspension, the Director shall consider the violation, the extent of harm to the Library's property, and any violations previously committed by the user. The Director shall send a letter of suspension to the user via U.S. Mail. The letter shall specify the violation and the period of suspension. Upon expiration of the suspension period, the user may contact the Library for resumption of services.

*History Note: Authority G.S. 125-2;
Eff. May 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;
Amended Eff. June 1, 2022; January 1, 2022; February 1, 2018.*