

LIBRARY POLICY MANUAL

REF-6 Public Review Materials

Date Issued: 7/21/2004

Revised:

Attachment(s): 0

As a public service, copies of current City-produced reports, agendas, and minutes of boards, commissions and other local agencies are temporarily displayed for public review in a central, visible, easily accessible location within the library.

Items are designated for public review at the request of a City board, commission, or agency and are generally displayed for a period dictated by that City board, commission, or agency.

If no specific public review timetable is provided, library staff determine the period based on the currency and relevance of the item and on the availability of public review display space.

In order to facilitate access, all items designated for public review are (1) immediately placed in the public review area; and (2) entered into the library's catalog within two business days.

Whenever possible, web links to electronic versions of the items are included in the catalog record. (Please also refer to the library's Cataloging Policy and Electronic Information Policy.)

Unless otherwise indicated, public review items are non-circulating and must be used in the library. If, however, multiple copies of a particular item are provided to the library, library staff may assign an abbreviated 3-day circulation status to the extra copies.

Once a public review period ends, items are removed from the public review display area and are either (1) transferred into the library's Local History collection, (2) transferred into the library's general collection; or (3) withdrawn entirely from the library's collection. Public review items are only returned to the originating City board, commission, or agency if explicitly requested.

Occasionally, the library receives public review requests from regional, state, or federal boards, commissions, or agencies. Such requests are filled only if the item is deemed directly relevant to City of Falls Church citizens and adequate public review space is available.