

Circulation, Fines and Fees Policy

The Library Director is authorized by the Community Library Board to establish loan periods for all formats according to demand for that material.

I. Circulation

A library card or Driver's License or State ID will be required to check out materials at the Community Library. Library staff will be able to check out materials to a borrower for other family members only if the borrower is in possession of the other family members' library card.

Staff may deny borrowing privileges if:

- A library card or Driver's License or State ID is not presented;
- The account exceeds the \$10.00 threshold due to accumulated fines/fees.

A. Loan Periods and Renewals

1. 21 Days

The standard loan period for materials (audio books, books, compact discs and developmental collection) is 21 days with 3 renewals.

2. 14 Days

The standard loan period for DVD TV SERIES is 14 days with 1 renewal.

3. 7 Days

The standard loan period for DVDs is 7 days with 1 renewal.

The standard loan period for magazines is 7 days with 3 renewals.

The standard loan period for Mobile Hotspots is 7 days with 1 renewal.

The standard loan period for Experience Passes is 7 days with no renewals.

New items in high demand may be assigned shorter loan periods with no renewals. Items which have holds may not be renewed. Borrowers in good standing may check out an unlimited number of items.

B. Reserves

Registered borrowers may place up to 200 reserves on circulating items in the catalog. Some collections, such as browsing collections of new, high interest materials, are not eligible for reserves. Reserves are held for 4 business days from the date of notification to the borrower.

C. Interlibrary Loan

Length of loan and whether items borrowed on Interlibrary Loan may be renewed are determined by the lending library.

D. Restrictions

The Library Director has the authority to establish reasonable rules to regulate borrowing privileges.

II. Non-Circulating Items

Certain materials and equipment may not be checked out so that they are regularly available for in-library or staff-only use.

III. Overdue Fines

The purpose of overdue fines is to encourage patrons to return items by the due date, so they can be available to others. When the borrower returns materials beyond the due date a fine will be assessed. The assessed fine bears no correlation to the cost of the item. Children's and young adult print materials do not accrue extended use fees. Cardholders with billed materials or fees over \$10.00 will experience temporary suspension of borrowing privileges until the charges are resolved.

IV. Fees for Lost or Damaged Materials

An item is considered lost when it is not returned by the time the maximum fine is established. If a borrower does not return an item, or returns it damaged beyond repair, the borrower must pay the cost of the item in addition to any fees and/or overdue fines.

V. Restricted Users

Library card privileges will be denied on any accounts with a balance of \$10.00 or more and will remain denied until the balance is below \$10.00.

VI. Theft of Library Materials

If a borrower fails to return an item or fails to pay the cost of replacing the lost item within 50 days of checking the item out, the Library shall consider the item stolen. The Library may employ a variety of methods, including legal action, to recover stolen items.

VII. Fines & Fees Schedule**A. Overdue Fines**

Item Type	Per Day Per Item	Maximum Fine / Item
Adult books & magazines	25¢	\$5.00
All audiovisual materials	25¢	\$5.00
Interlibrary Loan materials	\$1.00	\$5.00
Developmental Collection materials	\$1.00	\$5.00
Mobile Hotspot	\$1.00	\$5.00
Experience Pass	25¢	\$5.00

B. Fees

Item Type	Fee
Printing and photocopying	15¢ per page (B&W)
Photocopying	25¢ per page (Color)
Faxing (outgoing only)	\$1.00 per page
Replacement library card	\$1.00 per card
Nonresident card	\$50.00 annually
Materials lost or damaged beyond repair	Price as determined by the Library
Materials damaged, repairable, or with replaceable parts	The actual price of the repair / replacement
Exam Proctoring	\$10.00 per exam
Mobile Hotspot not returned inside the library	\$5.00
Mobile Hotspot damaged or missing case	\$10.00
Mobile Hotspot damaged or missing power cord	\$20.00
Mobile Hotspot damaged or missing device	\$135.00
Experience Pass	\$170.00

C. Items for Purchase

Item Type	Charge
Earbud headphones	\$2.00 per pair
USB Flashdrives	\$5.00 each