

Lending Policy

PHYSICAL MATERIALS						
Material Type	Lending Period	Renewals (if no holds)	Holds Allowed	Limits	Fines	Replacement Costs
Adult books	3 weeks	2 weeks	yes	None	None	List price
Young Adult books	3 weeks	2 weeks	yes	15 items	None	
Children's books	3 weeks	2 weeks	yes	10 items	None	
Magazines	3 weeks	2 weeks	yes	None	None	
Audiobooks	3 weeks	2 weeks	yes	6 items	None	
Playaways	3 weeks	2 weeks	yes	6 items	None	
DVDs	1 week	1 week	Yes	6 items	None	As set by lending library
Interlibrary Loans (ILL)	Set by lending library (approximately 1 month)	Set by lending library	--	6 items	None	

NONTRADITIONAL MATERIALS						
Material Type	Lending Period	Renewals (if no holds)	Holds Allowed	Limits	Fines	Replacement Costs
Wireless Internet Device (hotspot)	3 days	No	Daily waiting list	1 item per family	\$10.00 per day; max \$50.00	List price
Laptop	3 days	No	Daily waiting list	1 item per family	\$10.00 per day; max \$50.00	
Launchpad	1 week	No	Yes	1 item	\$1.00 per day; max \$5.00	
View	1 week	No	Yes	1 item	\$1.00 per day; max \$5.00	
Costume	6 weeks	No	No	2 items	\$1.00 per day; max \$5.00	
Ukulele Kit	2 weeks	No	No	1 item	\$3.00 per day; max \$15.00	
Bike lock	1 day	No	No	1 item	\$1.00 per day; max \$5.00	
ELECTRONIC MATERIALS						
hoopla	Varies	--	--	15 items	None	--
Overdrive/libby	14 days	No	Yes	5 items	None	--

Patron Accounts:

- Patrons are responsible for monitoring their accounts.
- Patrons are responsible for all materials checked out on their library account and are liable for damages that may occur to library materials.
- Patron notification preferences may be changed or updated in person or by phone.
- Patrons shall report a lost or stolen library card PRIOR to any unauthorized use to avoid being liable for any materials checked out, lost, damaged, or not returned to the library.

Renewals:

- Items may be renewed in person or by telephone, unless another patron is on hold for the item.
- Items may be renewed only once.

Overdue Items:

- The library acknowledges material as being overdue on the day after the due date.
- Overdue notices are sent as a courtesy.
- **NO ADDITIONAL ITEMS MAY BE CHECKED OUT WHEN A PATRON HAS OVERDUE ITEMS.**
- Normal checkout may resume when overdue items are returned or renewed.
- If items are not returned after repeated notices, items will be assumed lost and charges applied.

- No fines are charged for scheduled library system closings or for days the library closes due to inclement weather or an emergency.
- Patrons with outstanding fines or fees of more than \$5.00 shall be asked to pay all money owed before they can check out. Patrons with outstanding fines or fees of \$5.00 or less shall be advised of their balance and asked to pay their balance on their next visit.
- Long overdue items outstanding on a patron's account shall periodically be converted to "Lost" and the patron's account charged accordingly as part of system maintenance.
- Failure to return laptops or wireless internet devices (hotspots) and all accessories by the due date may result in the police being notified.

Lost/Damaged Items:

- Patrons shall be charged the replacement cost for materials that are lost or damaged.
- Patrons are liable for the purchase price of AV materials should any part of the material be lost, damaged, or not returned to the library.
- Charges for damaged and lost items, including processing fees, shall be determined by the Director or Administrative staff member. This includes, but is not limited to, barcode replacement, missing pieces, torn pages, etc.
- In lieu of replacement costs, patrons may donate the exact item (Identical ISBN) in new condition.
- No refunds for lost materials unless the library is liable.

Lost and Damaged Items

	Definition	Fee
Courtesy Notice	1 day before due date – by email only	--
Overdue Notices	1 week after due date (7 days) 2 weeks after due date (14 days)	--
Final Notice	3 weeks after due date (21 days)	--
Lost	6 weeks after due date (42 days), materials transition to lost status.	List price
Recovery	Police report filed for unreturned laptops and wireless internet devices	List price

Fees for Value-Added Services

Item	Definition	Fee
<i>The library accepts payment in cash, check, or money order. Check and money order for exact amount only. The library reserves the right to adjust printing rates as necessary to cover printing costs without immediate revision to this policy. Patrons are responsible for all copying and printing mistakes.</i>		
Copies	Black & White – letter or legal paper / per page	\$0.15
	Black & White – 11" x 17" paper / per page	\$0.25
	Color – letter or legal paper / per page	\$0.50
	Color – 11" x 17" paper / per page	\$0.75
Fax (sending)	Every 20 pages	\$1.00
Fax (receiving)	Per page	\$0.15
Laminating	Per foot	\$0.25
USB (jump) drive	Per unit	\$6.00
Earbuds	Per unit	\$2.00
Replacement library card	Per item	\$3.00