

Approved by the Library Board on: 06/18/2012

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Brodhead Memorial Public Library

Circulation Policy

Access to Information & Library Materials

Brodhead Memorial Public Library supports the individual's right to have access to ideas and information representing all points of view. It is the policy of the Library not to forbid or impede the circulation of items from the library collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, or other personal criteria.

Access to Library Materials by Minors

Brodhead Memorial Public Library considers parents and/or legal guardians of children 15 years and younger responsible for their child's use of library materials, including fines, or material replacement costs.

It is the policy of Brodhead Memorial Library that parents or guardians, **not** library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians—and **only these**—who may restrict their children—and **only their** children—from access to library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should so advise their children. The library staff cannot and do not act *in loco parentis*.

Circulation

Materials are circulated for various amounts of time to reflect demand or size of collection. To ensure efficient and accurate service, patrons must present their Library Card or picture ID when checking out materials.

The maximum number of library materials a patron may have checked out at any one time is 100. Loan periods and other check out limits are detailed below.

Children's/Juvenile Library Cards

Children who are **less than sixteen years old** must have an adult parent or guardian co-sign their library agreement.

Limited Use Juvenile Cards for Delinquent Guarantors

Should at any time, the adult co-signer's card become blocked due to excessive fines of lost or damaged materials, the sponsored child's card will be changed to a "Limited Use – Juvenile" card (on which only three items may be checked out at a time) until the guarantor's card is cleared.

Loan Periods & Overdue Fines

Item Type	Loan Period	Holds
Audio Books	28 days	Yes
New Adult Fiction Books (Popular/High Demand)	14 days	None
Books 28 day loan	28 days	Yes
New Children/Teen Books	28 days	None
Music (CD, Cassette, etc.)	14 days	Yes
DVD General/Entertainment	7 days	Yes
DVD Educational/Informational	28 days	Yes
New DVD	7 days	None
Interlibrary Loan	14 days	N/A
Magazines	14 days	Yes
Software	14 days	Yes
Kits/equipment/toys	14 days	From home library

Checkout Limits

Card Type	Material Type	Maximum Number Of Items
Adult	Any circulating material	Up to 100 items at a time.
Children	Children's videos	Up to 100 items at a time

Renewals

- Items with active holds on them cannot be renewed
- New materials and Interlibrary Loan items may not be renewed
- All other circulating items may be renewed up to two times, barring active holds
- Renewal loan period is the same as the original loan period, with limited exceptions
- Renewal loan period starts on the date of renewal; it is not appended to the original loan period

Fines for Lost/ Damaged Materials

- Borrowing privileges will be suspended when fines reach \$10.00 or more. All internet and database privileges will be suspended whenever a patron has \$20 or more in fines.
- Patrons are also responsible for all special assessments by the original lending institution.

- Library patrons will receive an overdue notice when items are 14 days late.
- Items overdue for 29 days are automatically considered “lost” and patron account is charged for the replacement cost of the item.
- A billing notice, Notice of Unresolved Charges, will be generated and sent to patrons when the Amount Outstanding balance on their record is or exceeds \$50.00.
- Replacement charges for lost or damaged materials are based on their current retail cost.
- Receipts for moneys paid toward lost or damaged materials will be issued ***upon patron request.***
- No refunds will be made for materials returned more than six months after the date the item was given "Lost" status in the online catalog.
- If the Library has already purchased a replacement for a lost or damaged item, no refund will be given.
- Replacement of lost or damaged items by patrons is discouraged, and any exceptions must be approved by the Library Director. If a replacement is allowed, the replacement must be a new and exact match of the lost item.

Claims Returned

Patrons who have received overdue notices for material that they feel certain has been returned may claim the material returned. Patrons must contact the Library Director to claim an item returned. After a patron has claimed that an item has been returned, no further notices are generated for that item. As a general guideline, a patron may have no more than three items with "claimed returned" status on his/her record at one time. There may be situations when staff members feel more than three claimed returns are justified. An item remains "claimed returned" on a patron's record until that item is located or purged from the Library's automated system after three years.

Returned Without Pieces

If a patron returns an item without all associated pieces, the patron will be notified of the issue. If the pieces cannot be found or are not returned to the Library, the patron will be charged a replacement fee for the entire item.