

## **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, late fees 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, overdue fine rates, 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 or lost 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	Grace Period	Fine per Day	Max Fine per Issue	Holds
A/V and other Equipment	14 days	None	\$2.00	\$10.00	None
Audio Books	28 days	1 day	\$0.10	\$2.00	Yes
Books 14 day loan (Popular/High Demand)	14 days	1 day	\$0.10	\$2.00	Yes
Books 28 day loan	28 days	1 day	\$0.10	\$2.00	Yes
Books, Walk-in 14 day	14 days	1 day	\$0.10	\$2.00	None
Books, Walk-in 28 day	28 days	1 day	\$0.10	\$2.00	None
Music (CD, Cassette, etc.)	14 days	1 day	\$0.10	\$2.00	Yes
DVD General/Entertainment	7 days	None	\$2.00	\$10.00	Yes
DVD Educational/Informational	28 days	None	\$2.00	\$10.00	Yes
DVD, Walk-in	7 days	None	\$2.00	\$10.00	None
Interlibrary Loan	14 days	None	\$0.20	\$5.00	N/A
Magazines	14 days	1 day	\$0.10	\$1.00	Yes
Software	14 days	1 day	\$0.10	\$2.00	Yes
Kits	14 days	1 day	\$2.00	\$10.00	From home library
Toys	14 days	None	\$0.10	\$2.00	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
	All <u>other</u> circulating material	Up to 100 items total at a time.

**Renewals**

- Items with active holds on them cannot be renewed
- Walk-in 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

**Overdue Fines**

- Fines are assessed at the rate(s) indicated in the "Loan Periods & Overdue Fines" chart.
- Overdue fines are not charged for closed days.
- 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.
- Materials loaned to Brodhead Memorial Public Library for local patrons are subject to Brodhead Memorial Public Library's overdue policies. 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**

- Refunds will be for the amount paid (to replace lost/overdue item) **less any incurred fines**.
- 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, and patrons are still liable for any overdue fines or processing fees the Library may assess.

### **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. The patron will be fined each day until all the associated pieces are returned. 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.