

# **FOX LAKE PUBLIC LIBRARY**

## **CIRCULATION POLICY FOR LIBRARY MATERIALS**

### **PURPOSE**

The purpose of this circulation policy is to offer the material of the Fox Lake Public Library to as many people in an efficient manner as possible. These policies are not meant to be restrictive, but rather a means by which fair treatment and the maximum use of publicly owned materials could be encouraged.

#### **A. CIRCULATION**

1. Books, audio books, kits and puppets circulate for 28 days.
2. New popular fiction circulates for 28 days
3. Magazines circulate for 14 days.
4. Music CDs, Non feature DVDs and TV series DVD circulate for 14 days.
5. Videocassettes, DVDs, and BLU-rays circulate for 7 days.
6. Items from inter-library loan circulate as designated by the lending library.

#### **B. FINES AND FEES**

1. Fines for books, audio books, magazines, kits and puppets are 10 cents each day per item.
2. Fines for overdue DVDs, BLU-rays and Videocassettes accrue at \$1 per day per item.
3. Lost and damaged materials must be paid for at the replacement cost through the library. All replacement items must be purchased through the owing library. Exceptions may be permitted by the Library Director. The cost of items that are overdue for more than 21 days are automatically charged to a patron's account.
4. Damaged to items includes but not limited to water/liquid, rips and tears, cracks and deep scratches, sticky substances and any substance that poses a risk to public health. Patrons will not be charged for normal wear of an item. The owing library will determine if an item is unsuitable for the collection.
5. A replacement library card will cost \$1.
6. Patrons owing fines over \$10.00 or charges for lost or damaged library materials will not be allowed to borrow library materials until charges have been paid.

#### **C. REFUNDS**

1. Patrons need to make payments at their HOME library. No monies will be exchanged among system libraries, as there is a reconciliation report available to transfer funds at year end.
2. Refunds for lost material owned by the Fox Lake Public Library will be issued to a patron within three months of payment as long as the patron has the payment receipt.
3. Refunds will NOT be issued for items owned by another library in the system.

#### **D. RENEWALS**

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1. Renewal of library materials will be permitted (excluding interlibrary loans.)
2. Materials may be renewed twice.
3. Extended loans may be granted to teachers for classroom use, homebound patrons or to people on vacation, from our holding.
4. Renewals will not be accepted on materials that have reserves/hold requests on them.
5. The library may choose to not permit renewals on extremely popular materials.
6. Materials borrowed from other libraries through intra-library loan may not be renewed if there are holds on these materials.
7. Overdue materials may be renewed. Fines will accrue from the date due to the date renewed.

### **E. LIMITS ON MATERIALS**

1. The library Director reserves the right to limit the number of items checked out to chronic offenders of the library's policies.
2. There is no limit on the number of magazines or books that may be checked out.
3. There is a limit of ten DVDs that can be checked out at one time. This means that a patron can only have ten films on their account at one time.
4. Minors are limited to DVD checkouts by rating, i.e., patrons under 13 cannot checkout PG-13 or R-rated DVDs, patrons under 18 cannot checkout R-rated DVDs unless there is written consent from a parent or guardian.

### **F. INTERLIBRARY LOAN**

1. If the library does not have a title or information a patron wishes, the library will try to obtain it through interlibrary loan.
2. The period of time for which materials may be borrowed on interlibrary loan is determined by the lending library.
3. Interlibrary loan materials can be renewed with the authorization of the owing library. Renewals on Interlibrary loans cannot be guaranteed.

### **G. OVERDUE ITEMS**

1. Three notices are sent, one week apart. On the fourth week, the item is billed as lost.
2. Patrons with fines on library materials over \$10.00 will not be able to check out library materials until fines are paid.
3. Patron who have lost or damaged materials will not be allowed to check out library materials until lost or damaged materials have been paid for even if the amount is below the \$10.00 limit.

Approved October 6, 2015

Revised February 5, 2019