



Carbon County Library System

Circulation Policy

The purpose of this policy is to establish circulation rules and fines and fees in order to ensure equitable access to the collection among patrons of the Carbon County Library System.

Cardholders agree to adhere to the Carbon County Library System's current set of Governing Policies and to be financially responsible for any charges incurred with their library card.

The library may impose such penalties as it deems necessary in order to assure fair use of its services or to ensure the return of borrowed materials and payment of charges or fees.

Lost Items

The CCLS has developed maintenance processes to ensure the collection remains complete and up-to-date. The CCLS charges a replacement fee for unreturned materials based on current replacement costs.

Patrons are responsible for all costs associated with unreturned/lost materials. Library materials are assumed lost after 60 days overdue.

Procedure: The CCLS will use the following procedure for lost items:

1. Patrons will be automatically billed for the total cost of unreturned items and a processing fee of \$5.00
2. After recovering the cost of the item, library staff will verify that the item has been removed from the system.
3. The withdrawn item must be given to the patron to keep. Withdrawn items will be held for 30 days before they are disposed of.

Damaged Items

The Carbon County Library System has developed quality standards in order to ensure the collection remains complete and up-to-date. Patrons are responsible for returning library materials in the same condition as when checked out. Expected wear from everyday use is not considered damage. If the item can be repaired no charge or processing fee applies.

Patrons are responsible for all costs associated with materials damaged beyond repair.

Procedure: The CCLS will use the following procedure for items damaged beyond repair:

1. Before discharging the item from the patrons account, library staff is responsible for bringing the damage up to the patron's attention.
2. Library staff will assess the condition of the item and determine if it can continue to circulate or if it is damaged beyond repair and must be withdrawn from the collection.
3. If the item is damaged beyond repair, library staff will create the bill on the patron's account.

The charge will be the total cost of the item plus a processing fee of \$5.00.

4. After recovering the cost of the item, library staff will remove the item from the system.
5. The withdrawn item must be given to the patron to keep. Withdrawn items will be held for 30 days before they are disposed of.

Examples of damages beyond repair: Damages include but are not limited to:

1. Missing pages or inserts
2. Water or mold damage
3. Pen, marker or pencil marks
4. Torn covers
5. Broken spines
6. Scratches (discs)
7. Broken parts (kits)
8. Broken DVD cases

A copy of the damaged item, in the same version and edition as the original (i.e.: hardcover for a hardcover) may be given to the CCLS in lieu of replacement costs, though a \$5.00 processing fee still applies.

Fines and fees may be waived at the discretion of the Library Director and designees.

Loan Periods

Cardholders are allowed to borrow library materials with an active library card in good standing. A library card or valid proof of ID must be shown at the time of checkout. Failure to return materials will result in the loss of borrowing privileges until the materials are returned.

Please refer to the CCLS Library Card Policy for more information regarding our different cardholder's borrowing privileges.

Renewals

An item may be renewed by phone, email, in person or online if there are no holds placed on the item. Patrons may renew an item at any Carbon County Library branch, regardless of where the item was initially checked out.

Hold Periods

Once an item becomes available, patrons have 14 days to pick it up before the hold expires and the item is reshelfed.

Patrons will be notified of their available holds via SMS or E-mail. The CCLS cannot guarantee to notify patrons via phone and encourages patrons to update their contact information to ensure they receive all library notifications.

| ITEM CATEGORIES | LOAN PERIOD | RENEWAL | HOLD PERIOD |
|--|-------------|------------|-------------|
| DVDs, Video Games, CD Music | 7 days | 3 Renewals | 14 days |
| Board Games | 14 days | 2 Renewals | 14 days |
| Kits (Pressure Cuff, STEM, Cake pans) | 21 days | 1 Renewal | 14 days |
| Books, Audiobooks, Play-aways (All Genres) | 21 days | 3 Renewals | 14 days |
| Equipment (Includes Telescopes)** | 7 days | N/A | N/A |

**Refer to the Saratoga Branch Telescope Borrowing Agreement for more information regarding telescope checkout rules.

Reference and Locked Case materials

Some library materials are not available for checkout and are available for in-library use only. Reference items and items from the locked case section cannot be loaned.