

### 1. Basic Borrower Rules

- A. Patrons must have a valid library card or form of identification in their possession to check out library materials\*.
- B. Borrowers (patrons) will be held responsible for all items\* withdrawn on their library card. Fines on said cards will also be the borrowers' responsibility. Any materials that are lost, stolen, or damaged are also the card holders' responsibility.
- C. Patrons may put holds on active library materials. Patrons have 7 days to pick up hold items. If items are not picked up, they will be re-shelved or returned to their home library.
  - 1. Holds will be filled in the same order they are received. Notices will be sent out per patron preference (email or phone).
- D. Patrons with a card in good standing may check out a max of:
  - 1. Books – 15
  - 2. DVDs – 5
  - 3. Magazines – 6
  - 4. Audio Books and CDs – 5
  - 5. Toys -3

### 2. Loan Period

- A. Books and other materials may be checked out for 3 weeks. Due dates will not be set for days the library is closed.
  - 1. If materials are not on hold they may be renewed for another 3 weeks.
- B. DVDs may be checked out for 1 week.
  - 1. If materials are not on hold they may be renewed for another week.
- C. The loan period of an out of system Interlibrary Loan will be determined by the lending library and the home library staff and may vary.

### 3. Fines and Fees

- A. Fines will be charged as:
  - 1. Books and other materials: \$0.15 a day
  - 2. DVDs: \$1.00 a day
- B. There will be a three-day grace period on all materials other than out of system Interlibrary Loans. During this period fines will not be charged.
  - 1. Upon returning items, outside of this grace period, the patron will be charged for overdue fines from the original due date.
- C. Patrons will be charged a replacement fee for individual items that are lost or have been damaged. This will be based on the current replacement cost.

- D. Replacement of items that are deemed rare or valuable will be assessed by the Library Director.
- E. A charge of at least \$20.00 will be issued for returned checks.
- F. A processing fee of at least \$30.00 per account will be charged for any patron accounts turned over to collections.
- G. Delinquent accounts may not be allowed to check out any additional materials until the account is back to good standing. i.e. all items are returned and charges paid in full. An account is delinquent if any of the following conditions apply:
  - 1. There are fines on materials returned late
  - 2. There are materials overdue
  - 3. The account has been billed for overdue and/or damaged materials.
  - 4. These conditions will be assessed periodically by the Library Director and shall apply to all patrons.
- H. Patrons who will fail to return library materials and disregard notices for overdue items, damaged items and any other bills shall be referred to the Credit Bureau Services.
  - 1. Library staff will attempt contact on accounts before this step is taken.
  - 2. Library staff will work with patrons to eliminate the need for this step to taken. This can include:
    - i. Volunteer hours in exchange for fines
    - ii. Donations to the local food bank in exchange for fines.
    - iii. Any other action per the Library Directors discretion.

#### 4. Fine Management

- A. Staff will call patrons at 3 days overdue as a courtesy. If an email address or phone number is not available for patron, staff will send a reminder postcard.
- B. At 7-13 days overdue patrons will receive a postcard informing of the overdue item.
- C. At 30 days overdue patrons will receive a letter with a notice of the law regarding failure to return library items. Patrons will also be informed that their account is in danger of being turned over to a collection agency.
- D. Should patron return item library staff will work with patron as referred to in Section: Fines and Fees; H (2.i-iii).

#### 5. Policy Updates

Periodic updates may be made to this policy by the Langlois Public Library Board and/or the Library Director. Upon signing up for a Langlois Public Library card, the patron is accepting the terms of the current circulation policy and any future updates. The patron may request a copy of the current circulation policy at any time. The policy will also be made available online, through [www.langloispubliclibrary.org](http://www.langloispubliclibrary.org).

\*Note: the term materials and items are used interchangeably. These terms refer to anything in the library collection that are loaned to a library patron including, but not limited to, books, audio books, DVDs, CDs, and toys.