



POLICY # 202 – Use of Materials

Approved by the Board of Trustees 3/10/2022

Policy Statement:

In order to balance the need to maximize the availability of Library materials owned by the community with the need for patrons to receive adequate time with them, the Library has developed regulations for their checkout.

Regulations:

Checkout/Loan Periods

A patron may check out up to 100 items at one time, with the following exceptions:

1. Two (2) Lucky Day Books may be checked out simultaneously.
2. Ten (10) DVD/Blu-Ray movies may be checked out simultaneously.
3. Three (3) toys or literacy kits may be checked out simultaneously.
4. One (1) Wifi hotspot may be checked out at a time per household.
5. One (1) Chromebook may be checked out at a time per household.

Time Limits on Borrowing:

- All materials may be checked out for three weeks, with the following exceptions:
 - DVDs, Blu-Rays, magazines for adults and equipment may be checked out for a period of one week.
- Materials eligible for renewal will be renewed automatically three days before their due date. All materials may be renewed up to three times with the following exceptions:
 1. Lucky Day books, Wifi hotspots, Chromebooks and magazines may not be renewed.
 2. The ability to renew interlibrary loan materials is determined by the policies of the lending library.

Library users shall have their borrowing privileges suspended for the following reasons:

- A lost item (items overdue 30 days or more)
- An excess of \$6.00 due in fines
- Misconduct/refusal to follow Library policies

Once material is returned and/or payments made, borrowing privileges are reinstated.

Juvenile users may not check out toys, literacy kits, equipment, Wifi hotspots, Chromebooks, DVD or Blu-Ray movies to their accounts.

Lost Materials

Materials are declared lost if not returned within 30 days of their due date, and the patron will be charged for their replacement. Replacement fees are waived upon the return of the item, though any late fees remain the patron's responsibility. The charges for lost materials include a \$6.00 processing fee. This processing fee will not be charged on materials checked out to a minor's card, however.

Should a patron pay for the replacement of a lost item, the item will be considered theirs, unless they choose to pursue a refund upon finding it.

Patrons must present an original receipt signed by a library staff person in order to receive a refund of payments for lost materials. Refunds will be issued up to six months after the date of the original receipt, except for payments for individual CDs that are a part of audiobooks consisting of multiple items. Overdue charges for items that had been assumed to be lost will be deducted from refunds of payments for these lost materials.

Damaged Materials

It is strongly recommended that patrons alert Library staff to any existing damage to an item at checkout. Items are checked by Library staff for damage upon their return. Patrons will not be charged for normal wear and tear to Library materials.

If an item is returned damaged, a repair fee of between \$2.00 and \$6.00 may be charged based on the extent of the damage and at the discretion of staff.

If a damaged item cannot be repaired, patrons will be charged for the cost of its replacement. If one part of a multi-part item is returned damaged, and that part is considered an essential component of the item, the patron will be charged for the cost of the entire item.

Damaged items will be retained for three months should the patron wish to inspect the extent of the damage. Should a patron pay replacement cost during this period, the item will be considered theirs. After that point, they will be withdrawn from the collection, but any replacement fees will remain.

Damaged materials obtained through interlibrary loan will be assessed based on the policy of the owning institution.

Replacing Lost or Damaged Materials

In lieu of a replacement fee for lost or damaged items, patrons may also substitute a new, undamaged copy of the item in question as a replacement. Patrons are required to obtain approval from Library staff before taking this step. Used copies will not be accepted. A processing fee of \$6.00 will still be charged.