

# Library Materials

## Circulation

### Length of Loans

The \_\_\_\_\_ Public Library circulates materials in a variety of formats including books, magazines, books on CD, and CD-ROM. The following terms of loan are applicable as indicated:

	Length of Loan	# Allowed	Renewals	Reserves
Books	_____	_____	_____	_____
Sound Recordings	_____	_____	_____	_____
Magazines	_____	_____	_____	_____
DVDs	_____	_____	_____	_____
Reference	_____	_____	_____	_____
Other				

### Fees and Fines

The \_\_\_\_\_ Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the \_\_\_\_\_ Public Library.

### Overdue Materials

*Books:* \_\_\_\_ per day, not to exceed the cost of the item.  
*Sound Recordings:* \_\_\_\_ per day, not to exceed the cost of the item.  
*DVDs:* \_\_\_\_ per day, not to exceed the cost of the item.  
*(Other):* \_\_\_\_ per day, not to exceed the cost of the item.

Patrons with responsibility for material in any format which is more than \_\_\_\_ overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

### Fees

*Copies:* \_\_\_\_ per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

*Fax/transmission:* \_\_\_\_ per page. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

*Fax/receipt:* \_\_\_\_ per page. The \_\_\_\_ Public Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

*Computer printouts:* \_\_\_\_ per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.

Internet usage: \_\_\_\_\_ per hour or portion thereof.

Rental books: \_\_\_\_\_

### **Cards**

\_\_\_\_\_ Public Library issues the first card for free to residents of the library service area. If a patron loses or damages the library card, the patron will be responsible for paying \_\_\_\_\_ for a new library card.

### **Holds/Reserves**

Patrons may reserve materials which are not immediately available for patron use. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

### **Interlibrary Loan**

The \_\_\_\_\_ Public Library abides by the ILLINET Interlibrary Loan Code (23 Ill. Adm. Code 3030 Exhibit A).

When patrons want material that is not available within the \_\_\_\_\_ Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the \_\_\_\_\_ Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the \_\_\_\_\_ Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

### **Lost or Damaged Materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found. Average prices as of July of this calendar year are:

Books	_____
Sound Recordings	_____
DVDs	_____
Games	_____
(Other)	_____
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
4. Bindery repair \_\_\_\_\_
5. Minor repair (in-house) \_\_\_\_\_