Lending Policy

Approved by: Library Board of Control, Date: Jul 18; Revised: Jan 2020

Material Type	Lending Periods	Renewals (if no holds)	Holds Allowed	Limits	Replacement Costs
Donated items may be accepted in lieu of replacement fees for the exact item in new condition. Damaged costs are assessed based on damage. Reference materials not available for check-out. **Non-fiction books limited to 4 per subject.* **No refunds for lost materials unless library is liable.** List price as set in the integrated library system (ILS). [1]**Must be at least 18 to check out.**					
Physical Materials					
Adult & Young Adult books	2 weeks	Yes, twice	Yes	*40	● List price
Children's books	2 weeks	Yes, twice	Yes	*40	
Magazines	1 week	No	Yes	40	
Audiobooks	2 weeks	Yes, twice	Yes	10	
Playaways	2 weeks	Yes, twice	Yes	10	
[1]**DVDs**	1 week	Yes, once	Yes	5	
[1]**Backpack Kits**	2 weeks	No	Yes	1	
[1]**Book Club Kits**	1 month	No	Yes	2	
Phonics Kits	2 weeks	Yes, twice	Yes	3	
[1]**History Center Kits**	3 weeks	No	Yes	1	
[1]**Interlibrary Loans** (ILL)	2 weeks	Depends on Lending Library	No	5	● As set by lending library
Non-traditional Materials					
Some materials require an agreement be signed before item may be checked out. ***Please allow extra check out/in time for these items.*** *Failure to return laptop and all accessories by due date may result in the police being notified. A check out history of at least 6 months must be established before borrowing the following items (**excludes In-house Laptop**).*					
[1]**Hotspots**	1 week	No	No	1	● List price
[1]**Laptops**	1 week	No	No	1	
[1]**Launchpads**	1 week	No	Yes	1	
Electronic Materials					
Flipster (eMagazines)	Unlimited	Always Available			● N/A
Hoopla (eMaterials)	Varies				
Overdrive (eBooks, eAudiobooks)	2 weeks	No	Yes	10	

Fees for Value-added Services

Item	Definition	Fee
The library accepts payment in cash, check, or money order (check & money order - exact amount only; must have a library account when paying by check).		
Copies	Color or Black & White per page	10¢
Fax (sending)	Every 20 pages	$ 1.00
Fax (receiving)	Per page	10¢
Memory (Flash) Stick	Per unit	$ 4.00
Headphones/Earbuds	Per unit	$ 1.00

Lost and Damaged Materials

Item	Definition	Fee
Overdue notices are sent as a courtesy and patrons are responsible for monitoring their accounts, even if they do not receive a notice. No additional items may be checked out when there are overdue items until such time as those items are returned or renewed. If items are not returned after repeated notices, items will be assumed lost and charges applied. Patron notification preferences may be changed or updated in person or by phone.		
Courtesy Notices	1 day before due date by text or email only	
Overdue Notices	1 week after due date (7 days) 2 weeks after due date (14 days) 3 weeks after due date (21 days)	
Long Overdue	4 weeks after due date (28 days) materials transition to long overdue	
Lost	6 weeks after due date (45 days) materials transition to lost Lost courtesy notices will be sent out	● List price
Collection Agency	Non-returned materials totaling $25.00 or more may be turned over to collection agency. Patron information ***will not*** be sent to Credit Bureaus.	$ 10.00
Recovery	Police report filed for unreturned laptops	$ 100.00