

# Circulation Policy—Perry Carnegie Library

- Patrons wanting to check items out must present their library card or photo ID. The card must belong to the patron in question, and patrons may not impersonate others to circumvent circulation policies. There are two exceptions to this policy:
  1. Parents or guardians wishing to check out materials for children under the age of 18 may do so on their behalf.
  2. With proper documentation, the Library Director may waive this rule so caregivers can check out materials for adults not able to physically visit the library.
- All circulating materials (except movies) circulate for two weeks. The fines are \$.50 per item per day to a maximum of \$2.50 per items.
- Movies circulate for two days. Overdue fines are \$1.00 per item per day to a maximum of \$5.00 per item.
- Items will not be due on Saturdays or days when the library is closed.
- All items are due back by closing. A limit of TEN (10) DVD's will be checked out at one time per address. The limit of four movies per card still applies to individuals.
- Patrons may check out 8 items at a time, and only 4 of them may be movies.
- Items may be renewed twice, after that the item must be returned to allow another patron the opportunity for checkout. Items may not be renewed if there are holds on the item. Patrons under the age of 13 are only allowed to check out "G"-rated movies. Patrons 13 years and older are allowed to check out PG and PG13 movies without a parent present. Library patrons need to be 18 or over to check out rated R movies, and rated R movies may not be checked out on cards of minors.
- The Library Director may modify loan periods for teachers on a case-by-case basis. Teachers are responsible for all fees.
- No materials will be checked out or renewed to patrons whose records reflect a balance of more than \$5 in overdue fines or has item(s) checked out more than one week overdue.
- Only one test book may be checked out per card at a time.

## Lost/Damaged items

Staff will conduct a damage or infestation inspection before re-shelving library materials; items with insect infestation will be charged retail price for the materials.

If items are returned heavily damaged, the retail price will be charged. If items are returned with minor damage, one fourth to one half retail price will be charged.

If the items aren't moldy or infested, the library will hold onto the materials for two weeks, so the patron can see the damage.

Materials returned without library labels/markings or missing covers will be charged a fee of \$1 to \$3 per item.

If a movie is returned without the case a \$3 fee will be charged. Audio books returned without cases will be charged \$6.

## Overdue Notices/Collections

Overdue Notices and/or automated calls will be made/mailed on Wednesdays.

Automated calls will serve as the first overdue notice. Thereafter, overdue notices will be mailed.

The second notice will be mailed when the item(s) are 14 or more days overdue.

The third notice will be mailed when the items are 35 or more days overdue. A note will be inserted into the third notice warning the recipient of the potential use of a collection agency if the items are not returned or paid for promptly.

“Our records show your record has a balance. Please pay this bill as soon as possible. If still unpaid after 10 days after the above date, this will be sent to a service for collections.”

When the items are 60 or more days overdue, the account will be submitted to a collection agency that specializes in library collections. A \$10 fee will be added to each account when the account is picked up by the collection agency. The library director may, with the approval of the city manager, raise the amount of overdue items/fines to an amount above \$25 for submissions to the collection agency. The wording on the third notices would change accordingly.

Refunds will only be given on items paid for in the previous six months.

Books more than six months overdue may only be returned at the discretion of the library director.

The Library Director reserves the right to contact the patron at any time after a notice has been sent concerning prompt return of library materials.

If materials are lost the retail price of the item(s) will be charged.

## E-books

E-books are provided at no cost to patrons with library cards at Perry Carnegie Library. The patron needs to make an appointment for assistance, and have working knowledge of their device. Library staff is not permitted to touch patron's electronic devices to mitigate liability issues. Handouts will be provided at the library for additional assistance.

## Interlibrary Loan (ILL)

- If we do not have a particular item, we will attempt to order it online from another library. Availability of items is subject to the holdings of other libraries, as well as their ability and willingness to send materials.
- This service carries a fee of \$2.00 per item, payable on pickup. If the item is not picked up the \$2 fee will still be charged.
- Each patron is limited to three interlibrary loans at a time and a total of thirty interlibrary loans per year.
- DVD's will not be borrowed through ILL unless the movie is of educational value and will be shown in a classroom.
- If overdue fines/fees are higher than what Perry Carnegie Library charges, the borrower will pay any fines/fees charged by the lending library

*Approved by the Library Board/City Council October 16th, 2017*