

Circulation Policy—Perry Carnegie Library

A current library card is required to check out materials. Patrons can show a photo ID in lieu of presenting their library card. Patrons also have the option of allowing us to take their photo, so they can check out without their library card or photo ID; this is a great option for minors or those who don't carry their library card.

Patrons may not impersonate others to circumvent circulation policies. Cardholders are responsible for all materials checked out on their card. With few exceptions, the card holder must be present for all checkouts.

- Parents or guardians wishing to check out materials for children under the age of 18 may do so on their behalf.
- The Library Director may waive this rule so caregivers can check out materials for adults not able to physically visit the library.

Card Limit

- Patrons may check out 8 items at a time, and only 4 of them may be movies.

Books

- Materials (except movies) circulate for two weeks. The fines are \$.25 per item per day to a maximum of \$2.50 per items. There will be a 3 day grace period for fines.

Movies

- Movies circulate for two days. Overdue fines are \$1.00 per item per day to a maximum of \$5.00 per item.
- Only 10 DVDs will be checked out at one time per address.
- 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.

General Information

- Items will not be due when the library is closed. All items are due back by closing.
- 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.
- The Library Director may modify loan periods for teachers. Teachers are responsible for all fees.
- Only one test book may be checked out per card at a time.
- 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.

Lost/Damaged items

- If materials are lost/damaged the current retail price will be charged.
- Staff will conduct a damage or infestation inspection before re-shelving library materials; items with insect infestation will be charged current retail price for the materials.
- If items are returned heavily damaged, the current retail price will be charged. If items are returned with minor damage, one fourth to one half retail price will be charged.
- If materials are moldy or infested, we will discard immediately. Otherwise, we will make the item available 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 weekly.
- Automated calls will serve as the first overdue notice. The second and third notice will be mailed, and the third notice will warn of the potential use of a collection agency.

- 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.
- 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.
- 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 materials are overdue.

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.

Interlibrary Loan (ILL)

- If we do not have an item, we will attempt to order it from another library. Availability is subject to the holdings of other libraries, as well as their ability and willingness to send materials. Most libraries will not lend materials added to their collection in the past three months, and we reserve the right to do the same.
- 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 October, 16th 2017
Updated fines for books approved by City Manager January, 13, 2021
Approved by the Library Board October 18th, 2021