

Circulation Policy

Policy Created: 01/2008

Policy Reviewed: 11/2017; 6/2019, 5/2021, 11/2023

Policy Purpose

Circulation is the act of lending library materials to members of the public for a defined period of time. The purpose of this policy is to define approved practices for the circulation of library materials and establish the expectations of both patrons and the Library.

Circulation and Renewal

Account Status

Circulation of both physical and digital materials requires a library account in good standing. An account in good standing has no overdue materials and replacement fines in compliance with the agreed-upon payment schedule.

Physical Collection

Library materials that can circulate outside of the Library comprise our circulating collection. The circulating collection includes the following item types unless specified on the item or item record:

Item Type	Check Out Limit	Check Out Period
Books	30	3 weeks
DVD/Blu-Ray	5	3 weeks
Video Games	2	3 weeks
Kits	1	1 month

All items may be renewed twice for 3-week periods unless they are on hold for another patron. After two renewals, materials must come back to the Library to be checked in. All library patrons with an active library account in good standing may check out physical materials unless otherwise specified. Confirmation of identity may be required by staff for check out. Patrons are responsible for the condition and return of all materials checked out to their account.

Digital Resources

Use of the digital resources purchased by the Library is limited to use by Resident accounts unless otherwise specified. Access to these resources may require an account in good standing and a PIN or password. Patrons may recover their password through our online catalog by selecting "Forgot Password" or by requesting a new PIN/password from Library staff. Patrons should change their PIN/password after Library staff have reset it.

Overdue, Lost, and Damaged Materials

An item is considered overdue if it has not been entirely returned to the Library on or before the date it is due. Library accounts with overdue items can use materials within the Library, but not check out materials for circulation.

Patron and Library Use Policies

An item is declared lost (long overdue) 60 days after the due date. A replacement fine will then be charged to the account and the account will be suspended. Patrons will need to pay the fine or establish a payment plan. Access to specific digital resources may be limited until the fine is paid off. Circulating materials may be used inside the Library, but equipment usage is restricted. Any suspended account with \$50 or more will be dealt with on an individual basis.

Replacement Fines for Lost and Damaged Materials

The borrower will be charged the original retail price for the full retail replacement or repair of any lost or damaged items. The replacement cost listed in the item record was the retail cost of the item when it was purchased. Payment plans may be established with any full-time staff and will be approved by the Library Director. Payment plans will be detailed in the account notes for staff to reference until the fine is repaid. Replacement items must be purchased through the Library's vendors due to the processing required to prepare an item for circulation.

Holds and Requests

Patrons may ask us to hold up to 3 items by reserving through our online catalog, via email, or by contacting library staff. The Library will notify the patron when the item is available. Reserved items will be held one week before being passed on to the next patron or reshelfed.

The Library will buy materials requested by patrons that follow our collection development guidelines, but due to budget constraints we will only purchase 3 requested items per month per patron.

Interlibrary Loan

Resident borrowers may request materials through Interlibrary Loan (ILL). A fee may be charged if the item requires postage and is not picked up within one week of notification. Limit of 3 ILL materials at a time without permission from the ILL staff.

Equipment

Equipment is for use within the Library. Usage of most equipment requires an account in good standing. Borrowers are responsible for the care of all equipment checked out to their account. Equipment that is lost or damaged will incur a replacement fine based on the original retail price of the item or repair costs. No food or drink is to be consumed near library equipment, and doing so could result in limiting equipment usage for a period of time determined by staff.

The Library Director can make special arrangements to circulate equipment outside the library.