



**MARY RILEY STYLES
PUBLIC LIBRARY**

Circulation of Library Materials

Date Issued: 07/21/2004

Date Revised: 10/16/2013

06/17/2020

05/19/2021

08/09/2022

Attachments: 1-Fee Schedule

It is the policy of the library to check out and check in library materials as quickly as possible while ensuring accurate transaction records and inventory control of library materials.

A. Material Circulation Parameters

The following chart dictates the general checkout parameters for library materials.

Material	Checkout Period*	Limit	Renewable	Reservable
Books	21 Days	50	Yes	Yes
Books on CD	21 Days	10	Yes	Yes
Back issues of Magazines	21 Days	10	Yes	Yes
DVDs	7 days	10	Yes	Yes
eBooks and eAudiobooks	21 Days	10	Yes	Yes
Lucky Day	7 Days	3	No	No
Book Club Kits	60 days	3	No	Yes
Library Provided Book Club Books	60 days	N/A	No	Yes

*Additional information:

- Seniors (cardholders over 62 years of age) receive an extra week for books, books on CD, and back issues of magazines.
- The loan period for an interlibrary loan is set by the lending institution.
- Adult or youth reference materials are loaned at the discretion of library staff for a period of up to 3 days. These materials are non-renewable and are billed if not returned within 7 days.

- Some downloadable content may have special circulation periods or may have no expiration period.
- Some items, such as the annual Consumer Checkbook Guide to Federal Health Plans and 3-D materials are given a special circulation period.

B. Non-Circulating Materials

The following library materials do not circulate outside of the library:

- Newspapers;
- Most recent issue of magazines;
- Reference books (except as outlined above);
- Local History materials.

C. Blocked Patron Records

Cardholders' borrowing privileges and access to select online resources are suspended when any of the following conditions are met:

- Total amount owed on an account exceeds \$30
- The account has 5 or more overdue materials
- A library card has expired

An account is unblocked upon the payment of the amount owed, return of the items, or renewal of the library account.

D. Renewals

Most circulating items may be renewed two (2) times, for a period of time equal to the original loan period, as long as that item is not reserved by another cardholder or the account attempting renewal isn't blocked. Some items may be non-renewable by policy or by definition such as Lucky Day materials and book club kits.

The library automatically renews all eligible materials the day they are due. Items that are not eligible to be renewed include materials that have already been renewed twice, materials on reserve for another cardholder, materials on a blocked account, and e-Materials. Renewal notifications will be sent to cardholders via their preferred notification method providing them with information about the renewed items, as well as information about items that were unable to be renewed.

Cardholders may renew in person at a service desk with or without the items, by phone, via text, or online. Renewal loan periods are calculated from the date of the renewal.

E. Special Circulation Policies

Non-circulating reference items may be allowed to circulate under certain conditions, other items may be assigned special loan periods as needed.

F. Return of Materials

Items may be returned to the service desks or inside book drop during operating hours, or to the outdoor book drops at any time. Items may be returned by mail, although the returned date is the date that the item is received and checked in, and the cardholder is responsible for any items lost or damaged in transit. Items returned to the book drop prior to opening on a given day are considered to have been returned the previous working day.

The cardholder is responsible for any charges related to damage determined to have been done to the item while checked out to the cardholder, and any replacement costs associated with items that are not returned to the library.

G. Fines and Fees

It is the policy of the library to assess charges in accordance with the attached Fines and Fees table. As of July 1, 2020 the library is no longer assessing overdue fines except on ILL items. Lost/Damaged items are charged their replacement fees. Items are considered long overdue when they are 30 days overdue, at which point they will be billed to the cardholder's account. Billed items returned to the library will result in removal of the charges. [See below for additional information on billing.]

The Library Director may change fines and fees without notice in accordance with fines and fees rates approved by the Library Board of Trustees. The fine and fee rates are reviewed annually, or more frequently as the need arises. Fines and fees rates are posted in the library and are available on the library website.

The Circulation Supervisor, the Library Director, or library staff may waive or reduce charges. A cardholder may appeal a decision regarding reduction of charges either in person or in writing to the Library Board of Trustees if not satisfied with the decision.

Payment options for resolving charges include payment by cash, check, credit card, or debit card. Credit card payments are accepted by phone, in person, and in our online catalog via PayPal. Payment plans which allow a cardholder to continue to use the library despite a blocked account may be arranged with the Circulation Supervisor or the Library Director in cases where payment of charges may constitute a hardship for the cardholder.

The fee for lost or damaged items is listed in the library database. The library does not accept replacement-in-kind for lost or damaged items. A patron may receive a refund, for lost items which are then found and returned to the library. Refunds are not given more than six months after the date of original payment and are not given without documentation of the original payment.

Accounts with severely overdue items or with excessive charges are subject to legal action by the library.

For additional relevant policies and procedures, see also: Missing and Damaged Items Policy.

H. Reserves

Cardholders may place reserves on items so that those items are trapped and held for them. If multiple card holders place reserves on the same item, the first cardholder to place a reserve has first priority. Reserves are retrieved by library staff as time permits. Before the items are trapped the item will circulate on a first-come, first-served basis.

A cardholder can only place 20 reserves at a time on physical items and 10 reserves at a time on eBooks and eAudiobooks.

Items are held for a cardholder for seven days, after which, if they are not checked out by the cardholder, they are trapped for the next person on the reserve list. If there is no additional reserve on the item it is returned to the shelf. eBooks and eAudios, however, are available for only 72 hours from the date that the cardholder is notified of their availability.

Cardholders may cancel a trapped reserve by contacting library staff.