

Circulation Parameters, Procedures & Library Fees.

LCL went fine free on March 16, 2017.

All

past due fines were forgiven at that time. Users are still responsible for Lost/Damaged materials.

Delinquency

Library customers with max overdue items, max claims returned, or who have the maximum number of items checked out are not allowed to continue to borrow materials until these delinquencies are reduced below the following levels.

	Maximum # Overdues	Maximum # Checked Out	Claims Returned
Residents Adult and Juvenile	3	99	3
Teacher/Homeschooler	15	150	3
No Resident Address/No Responsible Adult	1	3	1

Item	Replacement Cost - Default	Loan Period (Days)	Bookmobile Loan Period (Days)
Books (Adult, Children's & Teen)	\$25.00	28	28
Paperbacks	\$7.00	28	28
Magazines	\$4.00	28	28
Instruments	\$200.00	28	28
Hot Spot	\$147.00	28	28
CD's	\$25.00	28	28
Books on CD/Playaways	\$75.00	28	28
J LaunchPad	\$70.00	28	28
Sewing Machine	\$150.00	28	28
Blu-Ray & DVDS	\$25.00	7	28
Board Games	\$20.00	7	28
Video Games	\$50.00	7	28
Museum Pass	\$0.00	28	28
Roku	\$75.00	7	28

Other Fees	
Replace Library Card	\$0.25
Meeting Rooms 1-4 hours (for profit group)	\$75.00
Meeting Rooms over 4 Hours (for profit group)	\$150.00

Replacement Cost/Replacement Item

If the amount for the item is not listed in the database, staff should check Amazon.com for the current retail price. A customer may choose to replace the actual item that has been lost. AV materials (including DVD's) of the exact item (new & sealed) will be accepted. Replacement books of the same title and edition or newer editions will also be accepted. A hardback must be replaced with a hardback edition, but a paperback may be replaced with either a paperback or a hardback edition. Replacement books must be in new condition.

Overdue Notices

Reminder notices and bills are sent as a courtesy to Library customers who keep items overdue. E-mail and Text notices are encouraged to save postage, but customers may choose to have them sent via regular mail. One overdue notice is sent on the 7th day after the due date.

Bills

All items not returned are "Assumed Lost" when they are 40 days overdue and the cost of each item is billed to the Library customer.

Collection Agency

Library customers who do not respond to overdue notices and bills by the time the items are 50 days overdue AND the balance is \$50 or more, have their accounts sent to Unique Management Services Inc., a national collection agency/materials recovery service. Each account sent to Unique is charged a \$10.00 service fee in addition to any fees/replacement costs. Unique uses both letters and phone calls to encourage the return of overdue items. Payments for billed items are recorded in the Library customer's record. If an item is found and returned, the customer may request a refund of the paid amount of the item only by submitting a "Request for Refund" form. Refunds are given for items that are returned within 6 months from which it was paid. The refund is paid by check through the Business office.
Other Circulation Procedures
Teacher/Homeschool Card
Teachers and Homeschoolers Cards will have a checkout period of 8 weeks. Materials not on hold for another customer may be renewed four times. The Teacher/Homeschooler card is responsible for costs of Lost and Damaged items.
Renewals
Materials not on hold for another customer may be renewed 4 times . Materials checked out to customers will automatically renew as long as there are renewals remaining and no other user holds. Unique Lending items do not renew. Browser movies do not renew.
Inter-Library Loan (ILL)
Loan periods for items borrowed for library customers from other libraries are the same as the loan and renewal periods for similar types of items that the Library owns.
Extended Loan Programs
Classroom Collection
Educators (including homeschoolers) may request a classroom collection and work with Youth Services Library staff who can pull specific titles or a collection based on a particular subject. Requests should be made at least two week in advance. The collection will be checked out for 8 weeks.
Vacation Loan
At checkout, Library customers who are going on vacation may request Vacation Loan for items owned by the Licking County Library. The new due date will be set for 6 weeks. Items borrowed on an extended loan program may be renewed once for an additional 4 weeks, as described under the "Renewals" policy.
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