

Title: Materials Loan Policy

Effective Date: 2/1/15

Authorized By: Library Board of Trustees

Date of Last Revision: 2/3/15

Loan Periods and Fines

Material	Item Limit	Loan Period	Renewals	Fines
Books		21 days	2	.10/day
New Books		14 days	2	.10/day
Hot Shelf	1	14 days	0	.10/day
Audiobooks	10	21 days	2	.10/day
Music CDs	10	21 days	2	.10/day
DVD	6	7 days	2	1.00/day
Video Games	1	7 days	2	1.00/day
Magazines		14 days	2	.10/day
Art Prints	3	56 days	2	1.00/day
Puppets	3	21 days	2	.10/day
Literacy		21 days	2	.10/day
Indiana Room	0	special permission only		.10/day
Reference	0	special permission only		.10/day

- Due dates and fines will be calculated according to days the library is open. No fines will accrue and items will not be due on days the library is closed.
- The maximum fine accrual for any item will be \$5.00.
- Patrons with more than \$10.00 in fines and/or fees will not be allowed to check out or renew.

Renewal

- Items may be renewed online, in-person, or over the phone.
- Items with outstanding holds will not be allowed to renew.

Overdue Notices

Notice	Time from Due Date	Contact Method
Pre-overdue	Up to 3 days prior	E-mail
1st Notice	7 days after	E-mail, Phone
2nd Notice	17 days after	E-mail, Phone
Final Notice	30 days after	Mail

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Lost Items

- The final overdue notice will include a date 45 days from the due date. Items must be returned or renewed by this date. Items not returned or renewed will be considered lost.
- At 45 days overdue the system will automatically change the item status to lost and the full replacement fee of the item will be added to the patron's card.
- Lost items may be returned at any time before the replacement fee is paid. If an item is returned the patron will be credited the replacement fee minus the accrued fine.
- Lost items that have been paid for cannot be returned. No refund will be given.
- The library will not accept replacement copies of items in lieu of payment.

Holds and Requests

- Patrons may request items online, in person or over the phone.
- The maximum number of holds and request per person will be 25 items.
- Requests will be filled in the order in which they are placed.
- Items will remain on the hold shelf for pickup for 3 business days.