



**L.E. Phillips Memorial
Public Library**

Number: 2
**Category: Circulation and Collection
Development Management**

Policy Title: CIRCULATION OF MATERIALS

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LOAN PERIODS/FINES/ITEM LIMITS

Limit*	Item	Loan Period	Daily Overdue Fine	Renewal allowed*
-	Books	21 days	-	Yes
-	New Fiction & Large Print Fiction Books	14 days	-	Yes
3	Lucky Day Collection Materials	7 days books, music CDS and audio books 3 days Blu-ray/DVDS	\$0.50 \$1.00	No
-	Audiobooks	21 days	-	Yes
-	Compact Discs	21 days	-	Yes
-	Videocassettes	7 days	-	Yes
20	Blu-Ray/Dvds/4K	7 days	-	Yes
5	Gaming Software	7 days	-	Yes
	Equipment/Things	14 days	-	Yes
1	iPads	14 days	10.00	No
1	Wi-Fi Hotspots	14 days	10.00	No
4	Art Reproductions	42 days	-	Yes
-	Kits (Book Discussion)	28 days	1.00	No
4	Kits (Other)	28 days	1.00	No
-	Magazines	21 days	-	Yes
-	Pamphlets, Maps, & Posters	21 days	-	Yes

*Customers are limited to 100 items per library card.

*Customers may not renew items with holds on them.

INTERLIBRARY LOAN PERIODS AND FINES

Interlibrary Loan is a free service, giving access to library materials (both academic and public) that the MORE consortium does not own. The library will not request Interlibrary Loan for items owned by the MORE consortium. Customers are limited to five (5) interlibrary loan requests a week. Interlibrary Loan staff may make exceptions to these limits in special circumstances. The library will not request the same title more than three times for a single customer. Circulation rules, including loan periods and use of materials, are set by the lending library. Renewal and return instructions are included with each interlibrary loan item and may vary.

Interlibrary loan privileges may be suspended for up to five months for failure to return materials until ten or more days after the due date, not picking up two or more holds in a 30-day period, or failure to comply with the conditions of a loan that could jeopardize our lending privileges with other libraries, as determined by the Circulation Manager.

If material is lost or damaged, the customer is responsible for the cost of the material, and any processing fees charged by the lending library. Returns made after the lending library has billed for the item will not be accepted and charges will remain on the customer account.

REFERENCE MATERIALS

Reference materials in the adult and juvenile collections are not loaned except in special cases and at the discretion of the Information & Reference desk or Youth Services desk staff, who will determine the loan period.

NOTICES ON DAMAGED OR MISSING PARTS

Individual notice shall be sent requesting the return of missing parts or payment for missing or damaged parts.

OVERDUE NOTICES

The following overdue notice schedule shall be followed apart from noted exceptions:

- First notice at 7 days after due date
- Second notice at 14 days after due date
- Replacement bill at 28 days after due date

This schedule shall apply to adult, as well as children's items, but not for iPads, Wi-Fi hotspots, or interlibrary loan materials.

For iPads and Wi-Fi hotspots, the following overdue notice schedule shall be followed:

- First notice at 2 days after due date
- Second notice at 5 days after due date

Replacement bill at 7 days after due date

For interlibrary loan materials, the following overdue notice schedule shall be followed:

First notice at 3 days after due date
Second notice at 7 days after due date
Replacement bill at 10 days after due date

After the final notice library staff may attempt to secure the return of the library materials through individual letters and telephone calls. In addition, library staff may refer customers with overdue items to a collection agency, the City Attorney or the Police Department.

Information about uncollected fines, overdue materials, and missing or damaged parts may be released to an outside agency for collection. Library staff may release information about overdue materials to such an agency when the customer has at least one item that is 60 days overdue and fines/fees totaling \$25.00 or more. The collection agency engaged in this task will be deemed an agent of the library and will be required to maintain confidentiality regarding the identity of any individual who borrows or uses the library's documents or other materials, resources or services.

FINES THRESHOLD

Items shall not be checked out to any customer with ten dollars (\$10) or more in fines or lost or damaged item charges, including charges from other MORE member libraries.

iPads and Wi-Fi hotspots shall not be checked out to any customer with ten dollars (\$10.00) or more in fines and/or have lost or damaged items and/or whose custodial children have similar blocks.

HOLDS

Hold requests will be taken at the library, via the MORE catalog, by telephone, by e-mail, or by mail on all circulating items in the library's collection except for big books and board books. Customers may place their own hold requests on the automated library system either by using the library's computer in-house or remotely.

ACCESS RESTRICTIONS

The library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve *in loco parentis*. In accordance with the American Library Association's statement "Free Access to Libraries for Minors" the library maintains that parents and/or legal guardians have the right and responsibility to restrict access of their children – and only their children- to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

PERIOD OF TIME INACTIVE CARDS WILL BE RETAINED

If a customer has not used his/her card, that customer's record shall be deleted from the database. Twenty-four months after the last activity or update date, the customer's card shall then be invalid. Customers whose library cards are blocked for fines, and overdue

items, will be retained on the database through ten years after the last activity date in accordance with MORE policy.

RETENTION OF CIRCULATION RECORDS

Unless otherwise specified, records of circulation transactions are eliminated from the database upon completion of the transaction.

Retention of customer application forms will be in compliance with applicable record retention laws.

APPEAL OF LIBRARY CHARGES

If a customer feels they have been charged in error or have proof of extenuating circumstances and feels library charges should be changed, they may appeal their charges with circulation staff. Charges may be upheld, reduced or canceled and are at the discretion of the circulation manager.

Fines incurred by other MORE member libraries can only be waived by the issuing library.

NON-SUFFICIENT FUNDS

All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the amount charged by the City of Eau Claire stated in the current City of Eau Claire Master Fees and License Schedule (currently \$36.00) and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the library accounts are in good standing.

Collection accounts paid with an NSF check will be reinstated with the collection agency.

BANKRUPTCY

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt.

LEPMPL will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by L.E. Phillips Memorial Public Library on the account of the debtor that have been assessed.