

<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
<b>POLICY SECTION 3.3</b>	<b>Approved 11/15; Revised 2/16, 11/17</b>
<b>CIRCULATION POLICY</b>	

## **CIRCULATION POLICY**

### **Materials Loan Periods**

In general, library materials will check out for a three week loan period.

Exceptions are as follows:

- 1) Reference materials (which are generally only used on the premises) may be loaned out under special circumstances and at the discretion of the Library Director or designee.
- 2) All DVDs and mobile hotspots have a one-week loan period.

### **Material Restrictions**

Individual patron accounts in good standing are restricted to 50 items.

Exceptions are as follows:

- 1) A maximum of ten (10) audio books may be checked out on a library card.
- 2) A maximum of ten (10) DVDs may be checked out on a library card.
- 3) A maximum of one (1) hotspot may be checked out per address.

The Waukee Public Library does not restrict access to print, audio, or DVD materials based on the age of the borrower; such limitations are the responsibility of the parent or guardian. Mobile hotspots are restricted to resident patrons age 14 and older.

### **Overdue Fines**

Overdue fines of fifteen cents per day per item will be charged on the basis of six days a week minus days on which the library is closed. A grace period of one day will be observed (meaning that if the item is returned the day after the due date, no fine will be charged; but if it is returned later, fines are figured including the first late day). No more than a maximum of \$5.40 (the equivalent of six weeks overdue) per item will be assessed when the overdue item is returned.

Exceptions are as follows:

- 1) Hotspots will be charged \$2.00 per day overdue fine to a maximum of \$10.

Library cardholders with unpaid fines totaling \$5.00 or more will be denied borrowing privileges.

## **Lost/Damaged Fines & Replacements**

If library materials are lost or returned damaged beyond normal wear and tear as determined by library staff, the account holder will be held responsible and charged a fine to replace the item. Once it is paid for, the unreturned item then belongs to the borrower. The library will not refund costs and take material back into its collection.

If the item is damaged beyond repair or lost, the retail value as listed in the ILS will be charged. If the item cost is not listed in the Integrated Library System, the cost for a new copy or comparable item on Amazon.com will be charged.

Patrons may provide a new library quality copy in lieu of paying a replacement cost only with the approval of the Library Director or designee.

## **Interlibrary Loan (ILL)**

Interlibrary Loan allows patrons to request books from other libraries in Iowa. The fee for ILL is set by the Board of Trustees. Patrons must be a resident of Iowa and a Waukee library cardholder in good standing. If the lending library charges to send out the materials, that charge will be charged to the patron. The patron will be notified of the charge before the material is borrowed. Materials may be renewed only if the lending library approves. Books published within the last six months will not be eligible for ILL.

The fee for overdue ILL materials is fifteen cents per day. A maximum late fee of \$5.40 per item will be charged. Lost or damaged ILL books are the responsibility of the patron and will be charged to the patron per the lending library's policy.

## **Pursuit of Fines and Overdue Material**

All overdue material or lost/damaged fines may be pursued by the library to the full extent of the law. Responsibility for return of overdue items and unpaid fine payments rests entirely with the borrower. Fines are owed whether or not they are paid for at the time the items are returned. Failure to return library materials is considered theft under Iowa Code 714.5.