

Highland City Library

Circulation Policy

I. Basic Rules

- A. Effective January 1, 2010 borrowers must present a valid library card to check out library materials. Until January 1, 2010 patrons may present valid photo ID if they do not have their library card.
- B. A fine will be assessed on each item loaned which is not returned according to these rules.
- C. All injuries to materials beyond wear and tear will be made good to the satisfaction of the librarian.
- D. Borrowers will be held responsible for all materials drawn on their library cards and for all fines accruing on the same. Patrons are urged not to lend their cards.
- E. Parents or guardians are responsible for the accounts of their minor children and may be held responsible for all materials on children cards and fines that have accrued. Accounts may be opened for children age 5 and older.
- F. Patrons may reserve circulating materials.

II. Loan Period

- A. Videos (any format) will be loaned for a period of one week. Other materials will be loaned for a period of three weeks. Items are considered overdue if returned or renewed after the close of business the day they are due.
- B. Due dates will not be set for days the library is closed.
- C. Materials that are not on hold or in heavy demand may be renewed for a period of three weeks. Materials may not be renewed more than twice. Borrowers with delinquent accounts may not renew materials.
- D. A limit of 20 items may be checked out on each account. The library director may authorize additional items to be checked out on each account.

III. Fines and Fees

- A. Fines of \$1.00 per day will be charged for videos (any format), recorded books (any format), and software. Fines on other materials 10 cents per day for all materials not returned by the due date.
- C. Fines will stop at \$4.00 for each overdue item carrying a 10 cent per day fine and \$10.00 for each overdue item carrying a \$1.00 per day fine.
- D. Replacement Fees shall not exceed the cost of materials for materials owned by the Highland City Library.
- E. Borrowers will be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a \$5.00 fee to cover the cost of ordering and processing costs.
- F. Borrowers will be assessed a replacement fee for items that are parts of sets based on the current retail price of the material plus a \$20 fee. If the individual part cannot be replaced, the borrower will be assessed the cost of the set.
- G. Replacement cost of rare or valuable material will be assessed on an individual basis as determined by the Library Director.

H. A minimum fee of \$20 will be assessed for each returned check.

I. Delinquent patrons will not be allowed to check out any materials until all fines are paid in full and materials are returned or all replacement fees are paid in full. Patrons are delinquent if the following conditions exist:

1. They owe fines or fees of more than \$5.00,
2. They have any items more than 56 days overdue.

J. The library reserves the right to seek appropriate and reasonable action to recover materials, fines, or fees through the use of courts, law enforcement, or collection agencies. If the amount owed is \$50.00 or over, the patron will be referred to a collection agency. Patrons referred to collection agency shall be assessed a fee of \$20.00 to defray the cost of recovering delinquent accounts.

K. Patrons who wish to appeal fine assessments may appeal to the Library Director. Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director, who will forward the request to the Board along with staff recommendations. The Library Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.

IV. Borrower Categories

A. Residents of Highland shall be provided accounts free of charge.

B. Employees of Highland City shall be provided accounts free of charge and shall be held to the same rules as indicated in library policies.

C. Non-residents of Highland may purchase a library account for \$50 per year and shall be held to the same rules as indicated in library policies. The account may be only used by those family members that reside in the same household as the account holder.

Approved by Highland City Library Board July 9, 2008

Revised by the Highland City Library Board, March 25, 2009, September 23, 2009, November 18, 2009, July 28, 2010.