



## Circulation Policy

The East Morgan County Library District purchases materials for use by all citizens. The library Board of Trustees establishes regulations for loan of materials, including circulation periods, renewal processes and fees for lost items.

### **Circulation:**

Loan periods are as follows:

3 weeks: Books, Magazines, Audio Books, Puppets, Tablets/eReaders, DVD's that are part of a series (3 or more discs)

1 week: DVDs(1 or 2 discs), Video Games

1 week: any material that has additional holds

Materials can be renewed twice, as long as there is no hold on the item.

DVDs and Video games may only be checked out on an adult patron card.

The East Morgan County Library allows adults to check out 25 items at a time (DVD's are limited to 7 checkouts at a time and Video Games are limited to 5 checkouts at a time per adult card).

The East Morgan County Library allows juveniles to check out 15 items at a time.

Teachers are allowed to apply for a special card that enables them to check out 50 items for 6 weeks. DVD's and Video Games still circulate for 1 week or 3 weeks on a teacher card and are limited to 7 DVD's and 5 Video Games.

### **Interlibrary Loan**

The East Morgan County Library District provides interlibrary loan service in order to enhance and extend the resources available to its users. Every library has the responsibility to develop and maintain a collection designed to meet the needs of its community, but because the library cannot acquire every useful resource, Interlibrary Loan supplements local collection development.

Any patron with a valid library card in good standing may use the Interlibrary Loan service to obtain materials. Interlibrary loans will not be placed when an account has a balance of over \$5.00, or when there are overdue items on the account.

The service is free unless the lending library charges a fee. Occasionally there may be a fee for requesting an item. This fee is the responsibility of the patron requesting the material and if there is a cost, the item will not be borrowed without notifying the patron and obtaining their agreement. Any lost or late fees charged by the lending library will be the responsibility of the patron.

A patron can have 5 active Interlibrary Loan requests at one time. Active status is maintained from the time the request is placed, until it is returned to the lending library.

The length of time the material can be circulated for is determined by the lending library. Renewals must be requested prior to the due date and will be provided at the discretion of the lending library.



Staff should exhaust local resources first before placing an ILL request. Patrons may request any type of material through Interlibrary Loan. However, some material may not be available, such as entire issues of periodicals, rare books, reference items, and items in high demand at the lending library. In general, items that are part of the collection at the East Morgan County Library should not be requested through Interlibrary Loan.

The East Morgan County Library lends items as freely as it requests them. Any circulating item may be requested for interlibrary lending, but the library reserves the right to determine what requests will be filled. The library will respond promptly to requests. Items will be loaned for 6 weeks and may be renewed upon request. Fees for lost or damaged items will be consistent with the Library's circulation policies.

### **Overdue Items**

Overdue fines accrue at the rate of \$0.10/day, with a few exceptions. A courtesy reminder is sent within the first week of an item being due.

There are no circulation privileges when patron account has a balance of over \$5.00. Patrons are allowed library privileges when the amount owed on their account is \$5.00 or less. Use of public computers is limited to patrons in "good standing" determined by library staff.

Adult patrons will not be charged more than \$15 in overdue fines, and juvenile patrons will not be charged more than \$5. Should a patron bring back overdue materials and owe more than these amounts, anything over the maximum for their card will be waived.

- Interlibrary loan items are fined at the rate of \$0.50/day.
- Electronic devices are fined at the rate of \$2.00/day.
- EMCL does not charge overdue fines on Board Books, Book Bins, ABC Easy Readers, Juvenile Non-Fiction books, Juvenile chapter books, or Juvenile audio books. Should items from these collections be checked out and lost, card holder will still be responsible for paying the replacement fee.

### **Lost Materials**

When material is checked out and not returned, it is considered lost. It is the borrower's responsibility to pay the replacement fee for items that are considered lost on their account. The East Morgan County Library does not charge overdue fines for lost items, however patrons will be responsible for replacement fees for any items not returned.

A bill is sent for any items that are more than 6 weeks overdue. A patron wishing to make payments on their account may set up a payment plan if they are unable to pay the full amount and cannot locate the lost materials.

There are no refunds once a payment has been received, even if the item(s) are located.

The Board of Trustees believes that the individual who chooses to keep materials past the due date or who refuses to settle unpaid fees compromises, to some extent, his or her right to privacy.



The Library will attempt to recover overdue materials and will notify patrons of overdue items according to established procedures.

Information regarding overdue or non-returned materials and past due fees may be disclosed by the Library District to law enforcement. The Library will also provide sufficient information to allow any designated individual other than the holder of the borrower's card to settle unpaid fines or fees on the card. However, title, author or subjects of lost or overdue materials will not be discussed with anyone other than the cardholder.

A \$3.00 - \$5.00 processing fee may be charged if a patron chooses to purchase and supply a replacement for a lost or damaged item.

If a patron routinely has lost or damaged items, staff may determine that the patron's account may be placed "On Probation," limiting their circulation to 2 items at a time.

### **Claimed Returned**

If a patron believes to have returned materials that are still showing on their account, every effort will be made by the library staff to locate the item.

The item may be renewed twice while both patron and staff make an effort to locate the item. If after that time it has not been found, it will be sent to "Claimed Returned" or "Claimed Never Had."

Patrons are able to have two active claims on their account at a time. If a patron's number of claims returned becomes suspect (approximately 3-5 incidents per year), the patron's name and history may be turned over to the director. Further action will be determined on a case by case basis.

If the item is found after it has been sent to "Claimed Returned" or "Claimed Never Had," there will be no late charges owed on the item. After 6 months, if the item has still not been located, it will be deleted and may be reordered. Popular titles may need to be re-ordered sooner, based on demand.

**Accepted: October 1995**

**Revised: February 2015**

**Revised (Combined Overdue Lost/ Interlibrary Loan/ Patron Claims Returned / DVD policies) : June 2016**

**Revised: October 2016**