

## **CIRCULATION**

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Patrons who wish to check out items from the Lake Odessa Community Library must have a valid library account issued from the Lake Odessa Community Library or a Lakeland Library Cooperative member library. Non-resident patrons will be issued accounts valid only at the Lake Odessa Community Library.

### **LOAN REQUIREMENTS:**

A patron that registers for a valid library account is the only person eligible to use that account. Special circumstances may be allowed, only at the discretion of the Director.

Patrons checking out materials for the first time will be limited to 3 items.

There is no limit on the number of items checked out to established patrons, provided there are no fines or bills evident on their account.

### **SPECIAL BORROWERS:**

Library staff may borrow any library materials free of charge. Materials must be checked out. Patrons shall have prioritized access to materials if a hold exists or if the item is classified as new.

### **RENEWALS:**

Books are automatically renewed twice, provided there are no holds placed on the title. Due to ILS restrictions, all other items must be renewed by contacting the library, using the library app, or logging into the patron's account online.

### **LOAN PERIODS:**

#### **A. Books:**

Adult and juvenile books, both fiction and non-fiction, check out for three weeks (21 days). Instructional test books such as SAT, ACT, GED, and encyclopedias check out for 1 week.

#### **B. Periodicals:**

All periodicals checkout for 1 week.

#### **C. Audio-visual Materials:**

Audio materials, such as books on CD, check out for 3 weeks. DVDs check out for 1 week. Patrons checking out electronic media of any kind do so at their own risk. The Lake Odessa Community Library is not responsible for any damage that may be caused by library-owned materials.

#### D. Miscellaneous Items:

The Library may offer non-traditional items such as Mobile Hotspots, tools, paper cutting machines, and various children's items available for checkout. Loan periods for these items will vary. Patrons are responsible for monitoring their library accounts to know when items are due and paying late fees that may accrue.

#### FINES:

Most items owned by the Lake Odessa Community Library will not accrue fines if returned past the due date. However, the Library expects patrons will honor due dates and return items so that other patrons will have access to and enjoy library materials.

At this time, only one type of Library materials will incur late fines. Mobile Hotspots will be fined \$1 a day after the original due date.

#### (Procedure for Overdue Items)

Patrons are responsible for knowing when items are due. This is easily accomplished by calling the library, checking online accounts, installing the library app, or signing up for email, phone, or text messages.

If a patron fails to return items by the due dates, the patron's account may be turned over to Unique Management for collection. Any fees charged by Unique Management is the responsibility of the patron.

There is a \$25.00 fee charged for any checks returned to the library for non-sufficient funds.

Any lost items that are paid for may be subject for reimbursement to the patron provided a receipt is presented and no more than six months has passed since payment was received.

#### USER FEES:

Copies/Prints	50¢ per color page, 15¢ per black and white page
Copies/Prints (Large)	25¢ per black and white page
Copies/Prints (Large)	\$1.00 per color page
Laminating	prices are as noted on laminating supplies

#### LOST AND DAMAGED MATERIAL:

##### Minor Damage:

Crayon, pencil, ink and permanent stain	\$1.00 per page
Torn/damaged page	\$1.00 per page
Torn/damaged cover	\$1.00 per cover
Barcode missing	\$1.00 per item
Broken or missing DVD case	\$2.00 per case

### Extensive Damage:

Patrons with books damaged beyond repair will be charged for replacement cost. When a patron pays the replacement cost on any item, the damaged item is theirs to keep. Water damage, excessive stains, and animal-induced devastation are often considered extensive damage and items are unable to be repaired.

Materials and equipment – Fines for damages to materials other than books or printed material will be determined by the cost of the repair. If the item is damaged beyond repair the charge will be based on current replacement costs.

### CLAIMS RETURNED:

If a patron claims that they have returned an item that shows up on their card as overdue, the computer allows the librarian to change the status of that item to “Claims returned”. A patron is allowed two “Claims returned” on their card before borrowing privileges are revoked.

### RETURNS:

Any item returned in the drop-box that is clearly marked with a “DO NOT RETURN IN DROP-BOX” sticker will be subject to a \$1.00 fine on the patron card, provided no damage was done to the item. If damage is evident, the patron will be charged accordingly.

#### Reviewed:

03-24-04

02-23-05

02-22-06

04-25-07

02-25-09

08-26-09

02-24-16

#### Amended:

11-28-07

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02-23-11

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02-26-14

05-28-14

02-23-17

02-28-18

02-27-19

05-27-21

06-01-22

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