

CIRCULATION POLICY

The Brimfield Public Library District Board of Trustees has established this Circulation Policy to set forth and describe fees for services, loan period for materials, overdue, lost or damaged materials, holds, and circulation of materials to minors.

At this time, Brimfield Public Library District does not charge overdue fines as a courtesy to our patrons. Patrons are still responsible, however, to return their borrowed materials by the due date given at the time of check-out or renewal. This policy applies only to items borrowed through Brimfield Public Library. All libraries maintain their own circulation rules, therefore, when visiting other libraries, materials checked out there will be circulated under that particular library's rules, and their loan periods, and fines & fees will apply.

Fees

Copies: \$.20 per page for black/white & \$.30 per page for color. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: \$1.00 for each transaction. Faxes are sent only within the continental United States.

Fax/receipt: \$.20 per page. The Brimfield Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer printouts: \$.20 per page for black/white & \$.30 per page for color. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, personal work, and graphics

Internet usage: Free to Brimfield Public Library District cardholders; \$2.00 per half-hour-session per day for out-of-district users; no fee if using personal laptops or devices

Replacement Library Cards: Patrons are issued one Library Card at no charge. A \$2.00 fee will be charged for each new replacement card issued.

Laminating: \$1.50 for legal size, \$1.00 for letter size, \$.50 for anything smaller

Notary: \$1.00

CD or DVD Storage Albums: \$2.00/single album; \$5.00/multiple storage album

Proctoring: Free for in-district residents; \$10.00/Test for out-of-district residents

Collection Fee: \$10.00 each time account is sent to collections

MATERIAL LOAN PERIODS

Brimfield Public Library District circulates materials in a variety of formats including books, magazines, books on CD and digital, and DVD and VHS movies. The following terms of loan are applicable as indicated:

	Loan Period	Renewals
Books	3 weeks	1
Books on /CD/Digital	2 weeks	1
Magazines	1 week	1
DVD & VHS Movies	1 week	1
DVD TV Series	2 weeks	1

OVERDUE, LOST, OR DAMAGED MATERIAL

It is the patron's responsibility to contact the library regarding their borrowed materials when necessary. As a courtesy, the library's automated system will send e-mail notices to patrons when materials become overdue. It is also the patron's responsibility to provide the library staff with a valid email address in order to receive notices.

Patrons can expect to receive a first overdue e-mail notice when their materials are 3 days overdue. If not returned, a second e-mail notice will be sent after 7 days overdue. If not returned before 14 days overdue, materials automatically go into lost status, and our system will send a bill via e-mail to the patron for the replacement cost of the materials.

All materials borrowed from the library become the responsibility of the library patron. A replacement cost of \$25.00 per item (unless otherwise individually priced) will be assessed to patrons for each lost or damaged item. Collection fees may also apply. Library privileges will be suspended when a patron's library account becomes "blocked" due to overdue, lost, or damaged materials, until all fees, including collection fees, are paid. Said library privilege suspension will also include all family members living together in the same household.

Lost or Damaged Materials may **not** be replaced by patrons. Patrons are required to pay the appropriate non-refundable replacement costs, including any collection fees that have accrued.

After 21 days overdue, the Patron's account will automatically go to Unique Management for collection. Upon being sent to collections, the patron's account will automatically be assessed an additional \$10.00 fee. Patrons are responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of all borrowed library materials.

HOLDS

Patrons may place holds on materials which are not immediately available, but are in the collection of the Brimfield Public Library or other participating libraries. When materials on-hold become available for pick-up, the library's automated system will notify the patron by e-mail. The on-hold materials will not be released to anyone other than the library patron who placed the hold unless there is a signed release form on file. The materials will be held for pick-up for approximately 10 days. Prompt retrieval of these materials is appreciated and is the responsibility of the patron.

It is the patron's responsibility to provide the library staff with a valid e-mail address in order to receive any and all notices.

MINORS UNDER 17

Brimfield Public Library District materials are freely available to all regardless of age. The Library's policy of open access is based on each person's right to read, collect information, and maintain confidentiality. Therefore, it is the responsibility of parents, not library staff, to monitor materials their children borrow from the library's collections. It is also the responsibility of the parent's/guardian's to pay for any items borrowed by their minor children that become overdue, lost, or damaged.

Illinois Privacy Law and Your Library Account

Illinois Law requires library staff to adhere to the privacy law regarding your library account information. This includes registration records, circulation records, and releasing on-hold items. On-hold items are released only to the person whose card was used to place the hold. If you want others (spouse, children, etc.) to have access your account, including picking-up your on-hold items, you will need to sign a permission form for our files. Forms are available at the circ desk.

Approved at the regular Board meeting on March 3, 2014