

CIRCULATION POLICY

The Brimfield Public Library District Board of Trustees has established this Circulation Policy to set forth and describe fees for services, loan-time for materials, lost and 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.

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 the first page and \$.50 for each additional page. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

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. \$5.00 per session 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. \$2.00 fee for each replacement of lost or damaged cards.

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; \$8.00/multiple storage album

Proctoring: \$10.00/test

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

CIRCULATION - LENGTH OF LOANS

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:

	Length of Loan	Renewals
Books	3 weeks	1
Books on /CD/Digital	2 weeks	1
Magazines	1 week	0
DVD & VHS Movies	1 week	1
DVD TV Series	2 weeks	1

CIRCULATION POLICY CONTINUED

CIRCULATION - LOST AND/OR DAMAGED MATERIALS

Materials borrowed from the library become the responsibility of the library patron. Replacement cost of \$25.00 per item (unless otherwise individually priced) will be assessed to patrons for lost or damaged library materials. Collection fees may also be assessed. 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. The patron is required to pay the replacement fee and library staff will purchase replacements as needed.

In the case of minor children under the age of 17, it is the parent's/guardian's responsibility to pay for lost or damaged items.

As a courtesy, the library staff will contact patrons regarding overdue materials either by phone or email whichever the patron has provided. It is the patron's responsibility to provide the correct contact information. It is also the patron's responsibility to contact the library regarding their borrowed materials. Patrons can expect to receive one call or email after materials become 3 days overdue, and one mailed notice or email after 7 days overdue. After 14 days overdue, materials are considered lost, and patrons will receive a bill by mail or email for replacement cost of the lost materials. If the Library staff is unable to speak directly with patrons regarding overdue materials, they will leave a generic message; however, the library is not responsible for patrons not receiving messages, whatever the reason.

After 21 days overdue, the account will be turned over to Unique Management for collection.

Upon being sent to collections, the patron's account will be assessed an additional \$10.00 fee.

Patrons are responsible for any and all collection and/or court costs incurred by the library in it's efforts to secure the return of all borrowed library materials.

CIRCULATION - HOLDS

Patrons may place holds on materials which are not immediately available, but are in the collection of the Brimfield Public Library or other RSA member libraries. When the materials on hold become available, the library will notify the patron via phone or email, whichever the patron prefers. The material will not be released to anyone other than the library patron who placed the hold unless otherwise directed by that patron. If the patron prefers to be contacted by phone and is not available, a generic message will be left, if possible. The material will be held for pick-up for 3 days. The library will not leave more than one message to notify patrons of their available hold. The library is not responsible for the relay of messages, whatever the reason. Prompt retrieval of the material is the responsibility of the patron.

CIRCULATION – 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. It is the responsibility of parents to monitor the materials their child borrows from the library's collections.

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 (spouses, 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 May 7, 2012