

STOUGHTON PUBLIC LIBRARY
MATERIALS USE POLICY

I. Purpose

To assure the fairest possible use of library materials by all library patrons, the Library Board governs the loan periods, in-library use practices, fine rates, and notice production for library materials, including: books, videocassettes, audiocassettes, pamphlets, magazines, newspapers, CDs, electronic resources and any other media that the library determines to be considered part of the library collection.

II. Definitions

- A. "Loan Period" is defined as length of time materials are held and/or checked out.
- B. "Fines" and "Fees" are defined as money collected for late, lost or damaged materials.
- C. "Notices" are defined as information sent to patrons regarding library materials.
- D. "Blocks" are defined as notations in a patron's record that refer to overdue, lost, or miscellaneous charges owed.
- E. "Valid Library Card" is defined as a library patron registration that has current residence and contact information and does not contain unresolved blocks such as fines more than \$9.99.

III. Checkout Process

Patrons may check out materials by presenting a valid library card at the Circulation Desk, if their records do not contain blocks that prohibit them from doing so. Checkout privileges will be denied if a patron's record contains unresolved blocks such as fines of more than \$9.99. For fines less than \$9.99, staff will encourage the patron to clear the record as soon as possible.

IV. Loan Periods

The loan periods apply as outlined in Appendix A. At the staff's direction, special loan periods may be applied to any material not on hold in order to accommodate vacations, hospital stays and/or other special needs. Special loan periods should be used sparingly.

As a general rule, there are no limits on the number of materials that may be checked out. In the case of materials that are in great demand and short supply, such as some holiday books or homework related items, a temporary limit on the number of items that a patron may check out may have to be imposed at the discretion of the Library Director.

V. Fines, Fees, Reimbursements

Fines are assessed as a penalty for failure to return items by the due date. Items that are not returned or damaged beyond use or repair will be charged a lost/damaged fee at the replacement cost.

A receipt will be issued for any resolved payments.

A. Fines

Fines are assessed as a penalty for failure to return items by the due date. Fines apply as outlined in Appendix A. No fines charged for any day that the library is not open.

Items returned to other libraries will be considered returned on that date.

B. Fees

Items that are not returned or are returned damaged beyond use or repair will be charged a lost/damaged fee at the replacement cost.

Patrons who pay for lost or damaged items will not be charged any fine if the item is overdue, but only the replacement cost plus any processing/materials fee.

If it is discovered that the item was lost due to an error on the part of the Library rather than the patron, the patron's record will be cleared of any charges and appropriate refunds issued or credited to the patron's record.

All overdue items, regardless of value, remain on the patron's record until resolved, and a block is placed on the patron's record that may bar further checkout privileges.

C. Reimbursement for Lost Items Returned and Eligible for Refund

There will be no reimbursement after six months from the due date.

The amount of reimbursement will be the replacement amount paid, minus the fines accrued from the day the item was due up to the day it was reported lost or paid for.

No notice fees will be reimbursed unless the library is at fault. Other libraries' items paid for at our library will be reimbursed according to the owning libraries' policies and by them.

VI. Notices

A. Hold Notices

Notices are sent to notify patrons that reserved materials have arrived for them and should be checked out within 7 days. These notices may be sent through phone, email or regular mail notification.

B. Overdue Notices

Notices are sent to remind patrons to return overdue items; however, it is the patron's responsibility to be aware of when items are due. These notices may be sent through email or regular mail notification.

1. The first overdue notice is sent when items become 28 days overdue. This notice is considered a bill and will reflect the cost of each item that would be charged in the event that the items are not returned.
2. The second notice is a collection letter that informs the patron that unless the matter is resolved by a given date, it will be turned over to the Police Department for resolution. This second notice goes only to patrons who have unreturned items that amount to a value of \$50 or more.

Adopted: September 1996

Amended: September 12, 2002

Amended: October 9, 2003

Amended: December 13, 2004

Amended: March 8, 2006

Amended: February 14, 2007

Revised September 10, 2008

Appendix A: Loan Periods and Fine Schedule

I. Loan Periods

Material Type	Loan Period
Books	28 days
Books: New Fiction, In-Demand Non-Fiction “New” status generally remains for a period of six months, during which time these items are housed on the “New Book Shelf.”	14 days
Books: Lucky Day Collection	7 days
Audio recordings : Music	14 days
Audio recordings: Books	28 days
Video recordings: Popular	7 days
Video recordings: Extended Loan	28 days
Reference Materials These materials must be used in the library.	None
Magazines/Newspapers Current Issue These materials must be used in the library.	None
Magazines/Newspapers Past Issues Exception: All issues of the <i>Courier Hub</i> are non-circulating.	14 days
Electronic Resources	14 days
Miscellaneous: toys, kits	14 days

II. Fines

Material Type	Daily Fine
Adult, except Lucky Day collection	\$.20
Young Adult	\$.20
Juvenile	\$.10
Lucky Day collection	\$1.00

Appendix Adopted March 8, 2006
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