

## Fairbury Public Library Circulation of Materials Policy

All borrowers must be registered cardholders of Fairbury Public Library or have a valid Nebraskard in order to check out library materials. It is preferred that a library card be presented at the time of check out. Check out of materials may be done without presenting a library card if staff is able to verify the patron's identity and their name is in the library's patron database. A form of identification showing name and address may be required to be shown.

### **Length of Loans:**

All items are two week checkout limits except for the following:

Adult magazines      1 week

### **Number of Items Loaned:**

Each card may have up to 15 items checked out at a time. DVDs and videos are limited to three per card. However, if a patron currently has an item(s) that are overdue and cannot be renewed, no additional items may be checked out, even if they have not reached their 15 item limit.

New patrons are limited to one item per checkout until they receive and present their library card.

### **Holds:**

Holds may be placed on all items that circulate. The patron placing the hold will be called when the item is available. The item will be held for one week after the call.

### **Interlibrary Loans:**

Materials not available locally may be requested through interlibrary loan (ILL). There is a \$3.50 fee for processing each request which must be paid before materials may be checked out. Patrons borrowing ILL materials must abide by the due date and any other restrictions placed on the item by the lending library. Renewals may be requested but must be granted by the lending library. Patrons who return materials past the due date will be warned that a second occurrence will result in their ILL borrowing privileges being suspended for 6 months. Staff may borrow up to two items a month at no charge. Additionally, there is no charge for items borrowed for library sponsored book discussions.

### **Return of Library Materials:**

Library materials borrowed must be returned at the Fairbury Public Library. There are outdoor book returns on the south and west sides of the library for after hour returns.

**Renewals:**

Items may be renewed by phone or in person for two additional two-week periods with the following exceptions:

If the item is on hold for another patron it may not be renewed.

The item is an inter-library loan and must be renewed by the lending library.

Patrons will be informed at the time of renewal when they have reached their checkout limit and will be asked to return the item.

**Overdue Items:**

Patrons who have items overdue three days or more will be notified by text message, e-mail, phone call or letter. If materials are not returned or renewed after three attempts have been made to contact the patron the item will be made lost and the patron will be turned over to the City Police Department for further action. The patron's borrowing privileges will be suspended until their record is cleared. Once their record is cleared, the patron's borrowing status will be "Probationary" for a year and only three total items, which may include only one DVD, may be checked out at a time.

**Fines on Overdue Items:**

When items are not returned on or prior to the due date, the following fines are in effect:

Videos and DVDs	\$.50 per day
All other materials	\$.10 per day

One grace day will be given; fines will begin to accrue the day after the item is due. Fines are not assessed on days the library is not open.

Fines in excess of \$ 5.00 will cause checkout privileges to be suspended until the fine amount is paid.

**Damaged and Replacement Fees:**

Replacement cost will be charged for items too damaged to be returned to the shelf, and for lost items. The replacement cost of library materials will be the actual cost of the item as recorded in the library's database. At the Director's discretion, a comparable replacement copy of the lost item may be accepted in lieu of the actual cost. An additional \$2.00 processing fee will be charged for any item that has been made lost. If an item is returned after it has been deemed lost the patron will still be charged the processing fee and any accrued fines.

If a patron loses his/her library card, a replacement may be purchased for \$1.00.

**Fresh Start Waiver**

Patrons seventeen and older may request a one-time waiver for charges incurred when they were a minor. The maximum forgiven will be \$150. If a Fresh Start Waiver is given, patrons borrowing status will be “Probationary” for a year and only three total items, which may include only one DVD, may be checked out at a time. After a year, patron will return to full borrowing privileges if no additional fines have been incurred.