

WEYAUWEGA PUBLIC LIBRARY CIRCULATION POLICY (12/2021)

LOAN PERIODS:

All items are allowed 3 renewals, except if they are on holds lists, are out-of-system interlibrary loan, or are designated short loan

28 day circulation - Books, Audio books

14 day circulation - Music, Magazines, Short loan (no renewal), Laptops (no renewal)

7 day circulation - Movies (DVD, Blu-ray, etc.)

1. Maximum checkout total is **75 items**
2. Movies and music are limited to **25 per person** for the designated loan period
3. Card holders are limited to **25 Infosoup holds**

OVERDUE LIBRARY MATERIALS:

1. Due to the pandemic, we are not currently charging overdue fees. However the responsibility for payment for lost, damaged or stolen items still rests with the patron. It is the expectation that the patron will make every effort to return materials by the due date.
2. No card holder with billed materials over \$5.00 will be allowed to check out additional materials.
3. As a courtesy, patrons will be notified of overdue materials as designated on the application form.
4. Schedule for overdue notices and bills is as follows:
 - a. The first overdue notice for all materials is generated 3 days after the due date
 - b. A bill will be generated when the item(s) are not returned after 28 days. It will be mailed to the patron.
 - c. Items from other libraries will be subject to policies of owning library.

LOST OR DAMAGED MATERIALS:

1. If an item is lost or damaged, the patron will be billed for the replacement cost
2. Patron accounts with bills for unreturned or damaged items of \$50 or more will be turned over to a collection agency. A \$10 nonrefundable fee will be added to the account. Library patrons with unpaid bills that have gone to collections will not be allowed to borrow materials from the library until the balance is paid in full.
3. The Library is not responsible for damage done to personal equipment while using library materials.

REFUNDS:

If the lost item is returned within 30 days after the bill is paid, the patron may be refunded the cost of the item. The decision to refund payment will be made at the discretion of designated library personnel. Materials belonging to other libraries will be excluded from this policy.