

## Sully Community Library Circulation Policy

### Materials

1. There is no limit to the number of materials a patron may check out AFTER the patron establishes a return record. Until then a limit of three items may be checked out per family. At the Library Director's discretion renewals and checkouts may be restricted.
2. Unless otherwise stated the circulation period for books is three weeks.
3. The reference collection does not circulate except at the discretion of the director and then only until the next day the library is open.
4. Magazines circulate for two weeks.
5. Audio discs circulate for three weeks.
6. DVD's, and computer software circulate for one week (additional information below).
7. Classroom loans to teachers circulate indefinitely until a teacher is finished with them. This does not include ILL books.
8. Fines are ten cents per library day per item for books and audio. If items are not returned, the Director may contact the County or City Attorney to collect items. Fines will be excused by the library director when a patron has an unexpected emergency.

### Video Recordings, DVD's and Computer Software

1. There is no limit of DVD's and Computer Software that may be checked out AFTER the patron establishes a return record. Until that time two of these items may be checked out per family.
2. DVD's circulate for one week. DVD's may be renewed once if the patron requests this.
3. Parents are responsible for tapes and discs their children check out and fines accrued. DVD and Computer Software checkout to children may be denied by parent.
4. Fines are \$1.00 per disc per library day.
5. Fines will be excused by the library director when a patron has an unexpected emergency.

### Renewals

1. All materials in the library collection must be renewed before the due date.
2. Books that are on hold for other patrons may not be renewed.
3. A patron must know the title of the item to be renewed or barcode number.

### Reserves

1. The computer assigns holds on items requested in the order they are requested.
2. Patrons will be called as soon as the book is available and the date noted.
3. Reserves will be held for 5 days for patron to pick up.

### InterLibrary Loans

1. The library will order interlibrary loans through SILO for our patrons.
2. Each item must be returned when the lending library requests and will only be renewable if the lending library allows.
3. If an item is lost in the mail when returning, the library will be responsible for the replacement of the item.
4. If a patron loses or damages an item, the patron is responsible for the replacement cost of the item as determined by the lending library.
5. If items are returned late, patron will assume overdue costs charged by lending library.
6. Interlibrary Loans will be charged \$3.00 to help defray the cost of mailing.

### Fines and Fees

1. A record keeping system reflects accurately what has transpired statistically daily, monthly and yearly at the library.
2. All library bills are to be presented to the city clerk by the first week of each month.
3. Library fines and fees must be paid before further checkout of materials will be allowed. If patron has overdue materials, the circulation staff will determine if that patron may continue to borrow materials.

Approved 6/2000

Amended April 5, 2010

Amended 2014

Amended February 14, 2018

Last Reviewed 2020

To be reviewed 2023