

# Westchester Public Library

## Circulation Policies

### Loan Periods, Loan Limits, & Fines

(effective 1/1/2012)

15 Books (includes new books) 25 items total

<b>MATERIAL TYPE</b>	<b>LOAN PERIOD</b>	<b>RENEWAL</b>	<b>ITEM LIMITS</b>	<b>DAILY FINE</b>	<b>MAXIMUM FINE per item</b>
New Hardcover and Paperback Books	14 days	None	5	\$0.05	\$5.00
General Hardcover and Paperback Books	28 days	1 renewal	15	\$0.05	\$5.00
Periodicals	14 days	1 renewal	15	\$0.05	\$5.00
Toys and Board Games	7 days	1 renewal	2	\$0.05	\$5.00
DVD's	5 days	None	5 total video items	\$1.00	\$5.00
Nonfiction Video Tapes	7 days	None	5 total video items	\$1.00	\$5.00
Fiction Video Tapes	5 days	None	5 total video items	\$1.00	\$5.00
Audio Tapes	14 days	1 renewal	10 total audio items	\$0.05	\$5.00
Compact Discs - Music	14 days	1 renewal	10 total audio items	\$0.05	\$5.00
Compact Discs - Audio Book	14 days	1 renewal	10 total audio items	\$0.05	\$5.00
MP3 Player	14 days	1 renewal	3 items	\$0.05	\$5.00
Language Instruction Materials	14 days	1 renewal	2 items	\$0.25	\$5.00
USB Drives	7 days	1 renewal	2 items	\$0.25	\$5.00
Electronic Games	7 days	None	2 item	\$1.00	\$5.00

**Borrowing** - You must have your card with you to borrow materials. Library cards aren't transferable between family members. Patrons are allowed to borrow materials using only their own cards. Minor children must be present for their cards to be used by parents. Reference books and new periodicals do not circulate.

### **Holds**

Patrons in good standing may ask that a hold be placed on circulating books in either print or audio format that may currently be checked out by another patron or are on order for the library. Patrons can have up to (5) items on hold at a time.

**Replacement Cards** - The replacement charge for a lost card is \$1.00. If a second card is lost within the year, the replacement charge is \$5.00.

**Fines** - In order to share library materials as widely as, patrons are fined for library materials held longer than the prescribed loan period. The borrowing privileges of patrons are blocked when outstanding fines and fees total \$5.00 or more. Materials cannot be checked in if the complete item is not returned (i.e. empty cases returned and disks missing from multi-disk collections in the Audio-Visual department). Fines will accrue if the incomplete items become overdue.

**Maximum Fines** - Fines for overdue materials owned by Westchester Public Library do not continue to accrue. A schedule of maximum fines is applied to all materials to encourage the ultimate return of items to the library's collection. Maximum fines are applied per item.

**Renewals** - Due to high demand, some materials and items on reserve for another patron may not be renewed.

**Overdue Notices** - Overdue notification is expensive and not offset by fine collections, so we encourage patrons to keep track of their due dates and return library materials on time to avoid overdue charges. We do not send overdue notices through the mail, but we may make overdue notice telephone calls as a courtesy when staff or volunteers are available.

**Claimed Materials** - Sometimes our patrons will claim that items have already been returned or never borrowed. We allow patrons to carry a limited number of such claims on their records before assuming the materials were not returned. We also encourage patrons to keep searching for our lost materials

**Lost or Damaged Materials** - Library patrons are expected to return library materials in as good condition as when borrowed, less wear from normal use. Patrons will be charged the cost of a lost or damaged item plus an acquisition and processing fee of \$5.00 for the reacquisition and cataloging of the replacement.

**Collection** - Library materials are public property and the failure to return borrowed library materials is a serious offense. Patrons who do not return library materials may be referred to a collection agency for the recovery of materials and collection expenses.