

Guernsey Memorial Library		Section #
Manual Name Library Policy Manual	Date Issued: October 11, 2012	Subsection
Section Loan Periods, Fines, & Fees Policy	Date Revised: June 9, 2020	Page

Loan Periods & Fines/Fees Policy

Material Type	Loan Period	Renewals	Notes
Books, CDs & Audios	3 weeks	1	Automatic renewal happens (if there are no holds) two days before the item is due. Renewals can only happen if there are no holds. Overdue items with holds 10 cents daily.
DVDs & Video Games	1 week	1	Six per person. Automatic renewal happens (if there are no holds) two days before the item is due. Renewals can only happen if there are no holds. Overdue items with holds \$1 daily.
Periodicals	1 week	1	Automatic renewal happens (if there are no holds) two days before the item is due. Renewals can only happen if there are no holds. Overdue items with holds 10 cents daily.
Puppets	1 week	1	One per person. Overdue items with holds \$1 daily.
Interlibrary Loans from outside 4CLS	Depends on lending library	Depends on lending library	Always call us at 334-4034 at least 3 days in advance of your due date if you would like to renew. Overdue items with holds 50 cents daily.
Kindle	1 week	1	Overdue items with holds \$5 daily.
iPads, Kindle Fires, Laptops	In Library Use Only	None	Must be 18 or older and leave ID at the desk

It is in the best interests of both the library and the community to remove barriers to library use. Guernsey Memorial Library has implemented several policies and procedures to help accomplish this.

Overdues: Items with no holds or waiting lists will automatically renew once, two days before the original due date, if not already returned. If an item is not returned by its due date, an overdue notice will be sent within 3 – 10 days, either by email, text, or US Mail depending on the preference of the borrower. In three more weeks, an assumed lost notice with a bill will be sent via US Mail. Assumed lost items that total more than \$49.99 are turned over to a collections agency to recover the cost of replacement 15 days after the lost, damaged, or destroyed notice is sent. If a patron is sent to collections for lost materials, then a \$10.00 non-refundable fee will be added, in addition to replacement costs for the materials.

For Guernsey Memorial Library materials, as long as materials are returned, no overdue fines will be assessed. Overdue charges may still be collected for materials owned by other libraries. If a borrower holds onto overdue materials on which another library user has placed a hold, the borrower will be liable for overdue charges on those items.

Charges for materials that are damaged, destroyed, lost, or sent to collections are still in effect.

In lieu of an overdue fine on GML materials, if a borrower wishes, she may bring in a non-perishable food item or personal care item to donate to one of the local food banks.

Once fees on adult accounts reach \$10, no more check outs are allowed until the account is paid in full.

Patrons under the age of 18 who have more than \$5.00 in charges on their account may not check out any more materials until the charges are paid in full.

Library staff are fine exempt. Library staff are responsible for any lost or damaged item charges and any non-refundable fees.

Fees:

Collection fee [non-refundable] per patron account - \$10.00
 Audiobook case - \$3.00
 Plastic storage bag - \$1.00
 CD/DVD case - \$1.00

Library card replacement - \$1.00
 Label, cover or jacket replacement - \$1.00
 Torn plastic book jacket - \$1.00
 Dirty or damaged puppet - \$1.00

Revision Approved by Board: 9/10/2020