



SCOTT COUNTY PUBLIC LIBRARY



Circulation Policy

Revised: 06/2018

Reviewed: 06/2018

The following circulation policy has been adopted by the Scott County Public Library Board of Trustees. Any additions or deletions must be approved by the Library Board.

Loans:

- Loan periods will be as follow:
 - Books: 21 days
 - New releases: 21 days
 - Interlibrary loan special loan based on lending library requirements
 - DVDs: 7 days
 - Audiobooks: 21 days
 - Magazines: 21 days
 - Kits: 21 days
 - CDs: 21 days
- Reference works must be in the library during library hours and may be loaned overnight at the discretion of the director.

Limits:

- The following limits apply to circulating items:
 - Books: 25 items
 - New releases: 8 items
 - Interlibrary loan: 3 items
 - DVDs: 4 items
 - Audiobooks: 10 items
 - Magazines: No limit
 - Kits: 2 items
 - CDs: 10 items
- You must be 18 years of age to borrow adult DVDs.
- Children 18 or under may check out non-fiction and juvenile DVDs.
- Most items can be renewed twice giving patron 9 weeks. Items that have been requested by another patron cannot be renewed.

Charges:

- The following fine rates may be charged for overdue items:
 - Books: 5 cents per day per book
 - New release books: 25 cents per day per book
 - Interlibrary loan materials: \$1.00 per day per item
 - DVDs: 25 cents per day per dvd
 - Audiobooks: 5 cents per day per item
 - Magazines: 5 cents per day per item
 - Kits: 25 cents per day per kit

Library Operations Policy

- CDs: 25 cents per day per cd
- Maximum charge per item will be \$5.00.

Privacy of Patron Records:

A patron's account information shall not be made available to any individual except as authorized by law. An exception to this policy of confidentiality shall be made in the event that a parent or legal guardian requests information concerning their minor child (under 18 years of age).

Overdues:

- Notices of overdue materials shall be issued after 2 weeks past date due. If item is not returned after 4 weeks a final notice with cost of item will be sent.
- Lost Items: Replacement cost of the item will be charged to the patron for all lost items.
- Items not returned within 6 months will be considered lost and will be charged to the patron's account. Patron will be charged replacement cost plus maximum fine. Items six months overdue will not be accepted back into the collection.
- Reimbursement for lost items returned after 6 months will not be issued.
- When Juvenile Patrons become 18 years of age all fines and lost items may be removed from their account as these charges were the responsibility of their parents. Patrons will be issued new cards as adults.

Bookmobile Circulation

Bookmobile service is affected by many factors including weather conditions. Due to this uncertainty, Bookmobile patrons will not be charged late fees; they will only be charged for lost or damaged materials, according to the price of the item.

Monthly notices are sent for items that are not returned to the bookmobile. Items can be renewed according to the Library's regular renewal policy.

Bookmobile patrons can apply for cards and check out on the bookmobile. Usual limits apply for number of materials.