

Lakes Country Public Library

Circulation of Materials and Equipment Policy

Adopted February 24, 1999
Revised December 12, 2005
Revised 1/18/11

A. Registration

All borrowers must present an OWLSnet borrowers' card or a temporary local use only card issued from the Lakes Country Public Library to borrow library materials. (see [OWLSnet Borrowers' Card Program Policy](#))

B. Loan Periods & Renewals

Items may be borrowed and renewed for the same period according to the chart below, if the item is not on reserve for another patron. Books may be renewed twice, other materials may be renewed once.

The library director may establish the loan period for special collections, materials which are temporarily in great demand, or materials added to the collection which are in a new format, e.g. computer software. The library director may change loan periods to reflect OWLSnet policy changes.

C. Reserves

Reserves for specific items may be placed by patrons either in person, over the telephone or by e-mail, or through the online public access catalog. Patrons will be notified by telephone or e-mail when the materials are available. Reserved items will be held at the circulation desk for eight days.

D. Fees and Charges

An overdue notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. There will be a charge of \$1.00 for each videocassette which is not rewound. Patrons who have overdue materials and/or charges in excess of \$5.00 shall be denied the privilege of borrowing additional materials. Monies collected for overdue materials are recorded and deposited to the library's account and will supplement the library's annual amount budgeted for materials.

E. Damaged Materials

If materials are lost or are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. Monies collected for damaged materials are recorded and deposited to the library's account and will supplement the library's annual amount budgeted for materials.

Format	Loan Period (days)	Late Fee (per day)	Maximum Late Fee
Books	28	\$0.10	\$5.00
Audio Books	28	\$0.10	\$5.00
New Books	14	\$0.10	\$5.00
Reference	0 - 7	\$0.10	\$5.00
Interloan items	varies	\$0.25	\$5.00
Magazines	14	\$0.10	\$3.00
Videos	7	\$1.00	\$5.00
Music	14	\$0.10	\$5.00
CD-ROMS	14	\$0.10	\$5.00

F. Equipment

The library has 6 Internet access computers, a photocopier/fax/printer and a digital projector which can be used in the library. In addition, an electrical watt meter may be checked out for home use.