

## **Camden County Library District Policy Manual**

### **Section 2. Operating Policies**

#### **Subsection 3. General Circulation Policies**

The patron's own library card or driver's license is required for checking out any material from the library. Checkout periods for various types of materials are found in Section 2 Subsection 1 - Loan Rules, Renewals, and Replacement Costs Table.

Non-bar coded materials (paperbacks, magazines, vertical file materials) are to be circulated on the honor system – no due date applies.

Reference materials are to be used in the library only.

Overdue materials may be renewed unless they have been billed for being more than 30 days overdue. This may be done only once, only if there is not a hold request on the item. Overdue materials may be renewed via phone or over the Internet if there is no hold request on the item or they are less than 30 days overdue.

#### **OVERDUE MATERIALS**

It is the individual library user's responsibility to return books and materials according to the scheduled due date. Failure to return library materials may be punishable by law (RSMo 570.210).

Overdue notices shall be sent to delinquent borrowers as follows:

1. The first notice will be an overdue notice when materials are (1) week overdue, advising the borrower that they should be returned promptly.
2. The second notice will be an overdue notice when materials are (2) weeks overdue, advising the borrower that materials should be returned promptly and that borrower may not check out anything else nor use public access computers until all materials are returned.
3. The third notice shall be a billing notice when materials are four (4) weeks overdue advising the patron that his or her library borrowing privileges and computer access privileges are suspended, and those materials must be returned or paid for to restore those privileges. This notice lists each item that is overdue, with the cost of each item and the processing fee for each item. The cost shall be the current cost of the material as ascertained by current ordering tools plus a processing fee of \$6.00 for each item. If prices for materials cannot be found in current ordering tools, the following charges will apply \$25.00 per book, audiobook, or DVD plus a processing fee of \$6.00; \$8.00 per ES board book, plus a processing fee of \$6.00.

If lost materials are paid for and later returned in good condition, the cost of the materials will be refunded up to 6 months after the item was due, less the charge for processing.

If a borrower returns materials damaged beyond the normal wear an item should receive, they will have their library borrowing privileges and computer access revoked until the materials are paid for. In the case of library materials destroyed by fire, flood, or other natural disasters, the patron should verify whether his insurance would cover the cost. If not, damages may be covered under the library's insurance policy, in which case payment will not be required. In some hardship cases, damage and loss costs may be excused. All such cases shall be reviewed on an individual basis by the library director. The library reserves the right to send billing notices to a collection agency to recover our lost materials. Excessive numbers of long-overdue items or high-value items may be referred to law enforcement.

Camden County Library District owns DVDs and audiobooks. These materials are available for individual, school, and organized group use. None of these may be used for an event where an admission charge or donation is required. There can be no advertising in the newspaper, on the radio, or in any other media of programs using library DVDs and audiobooks.

DVDs and console games are available to individuals on a first-come, first-served basis. There is no limit on the number of DVDs that a patron can check out. Five software titles (Games) may be checked out per patron at a time. DVDs and games may be checked out for a week. It is required that DVDs and Games be returned inside the library instead of in the outside book return. (Temperature and humidity changes and falling books can cause damage to them.) Returning DVDs and Games in the outside book return is not allowed.

As the library district ascribes to ALA's Right to View statement, parents need to be aware that the responsibility to restrict materials from children lies with them and not with staff members of the library district. If a parent/guardian wishes to restrict audiovisual materials from their children, the library district will accommodate those wishes. Staff may call to clarify the parent's wishes for some materials at the discretion of the staff member.

Audiobooks, Games, and DVDs left in situations/conditions which damage them beyond use—such as in a car in the sunshine, must be paid for by patron just as books damaged beyond use are charged to the patron.

Damage to items should be reported to library staff upon return of materials. Materials that are at the end of their expected lifespan and are returned not working will not be charged to the patron's account. The expected lifespan for DVDs and CDs is two years from the date the item was acquired.

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