

# VI. Circulation Policy

## VI-A: Loan Periods

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Loan Periods for Mahomet Library materials are as follows:

- Reference materials, local historical materials, current periodicals: no circulation.
- All other print materials, periodicals, audio books on CD, and music CDs: 3 weeks.
- DVDs: 1 week.
- Digital Titles: The loan period is determined by members of the eResource consortia to which the library belongs.

The Director may alter the circulation rules as needed for items in high demand.

### Renewals and Extensions

Materials not on a hold list for other patrons may be renewed up to three times. New DVDs are not renewable. Items may be renewed online, in person, or by phone. The library staff may use their discretion in extending the loan period for items that are not high-demand or best sellers. Extensions are provided, for example, for the convenience of patrons who are vacationing and unable to return materials within the usual checkout period.

## VI-B: Limits

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Patron cards have limits for number of titles checked out, number of DVDs checked out, number of items on hold, and number of digital items checked out. Current limits are posted on the library's website and are available at the circulation desk

## VI-C: Lost or Damaged Items

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### Lost Items

Items more than 30 days overdue are marked as lost in the database and the replacement cost is charged to the patron's account. A patron may also voluntarily report the loss of an item.

When a patron claims to have returned an item that library records show to be outstanding, library staff will make a thorough search for the item. If the item cannot be located, library staff will change the item's status to "claims returned." If the patron later finds and returns the item, the status will be changed to "checked in" and the accrued overdue fines will be charged to the patron's account. A patron may have only two items marked "Claim Returned" at a time. To remove an item from this status, the patron must either return the item or pay for it as a Lost Item.

## Damaged Items

**Damaged items** are items that can no longer be circulated due to their broken or damaged condition (as determined by a librarian). Examples include (but are not limited to):

- Print materials with broken, bent, or chewed bindings
- Print materials with torn, defaced, or missing pages
- Materials with mold or water damage.
- DVDs, CDs, or other audiovisual materials that are scratched, cracked or broken
- DVDs, CDs, or other audiovisual materials with missing disks or packaging.

In cases where the item is quite old or has deteriorated due to frequent use, the librarian in charge of the collection will consider these factors when assessing damages.

## VI-D Fines and Fees

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### Overdue Fines

Materials held by a patron beyond their due date are considered overdue. Current fines are posted on the library's website and are available at the circulation desk.

The Mahomet Library will make a good faith effort to notify cardholders when their items become overdue. Overdue notification is a courtesy. The library is not responsible if the notification is not received by the cardholder.

### Fees for Lost or Damaged Items

The patron will be charged the full replacement cost of a lost or damaged item. Any overdue fines that have accrued for a lost or damaged item will be waived. Patrons who pay the full replacement charge for a damaged item are entitled to keep the item; however, they must pick up the item from the library within thirty days of payment.

The library will not accept replacement copies of books or audiovisual materials. Replacement books are seldom the more durable "library editions," and audiovisual materials not purchased from our vendors are not warranted or replaceable.

If a patron has paid for a lost item that was owned by the Mahomet Public Library and later finds the item, they may have the fees refunded if all of the following conditions are met:

- The item is returned in good condition.
- The item is returned within 90 days after the billing notice was sent.

The amount refunded will be the amount paid less the accrued overdue fines.

## Loss of Privileges

Patron accounts that carry a balance that exceeds the library's threshold will have their borrowing privileges suspended. The current threshold is posted on the library's website and available at the circulation desk. The patron's card cannot be used to borrow physical or digital materials until the balance is reduced below that threshold.

## Collection Agency

Patron accounts that carry a balance of \$25.00 or more and have at least one lost or damaged item for which they have not paid will be referred to our collection agency 30 days after the lost/damaged item billing notice has been sent. The collection agency bills the library a fee for each account submitted; this nonrefundable fee will be added to the patron's account balance.

## VI-E: Copyright Law

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