

VI. Circulation Policy

VI-A: Loan Periods

The library has established loan periods for different types of materials. 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, Wi-Fi hotspots, laptops, and Roku sticks 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

Patron cards have limits for the following:

- Number of titles checked out,
- Number of DVDs checked out,
- Number of music CDs checked out,
- Number of Audiobooks on CD 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

Lost Items

Items more than 30 days overdue are marked as lost in the database and the item's 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 any 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.

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,
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- 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,
- Electronic equipment with missing parts or damaged so that it no longer functions, and
- Board games with missing or damaged parts.

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.

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VI-D Fines and Fees

Overdue Fines

Materials held by a patron beyond their due date are considered overdue. The library does not charge overdue fines except for certain items, including, but not limited to:

- Hotspots
- Roku Sticks with streaming services

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 purchase price of a lost or damaged item. Any overdue fines that have accrued for a lost or damaged item will be waived. Patrons who pay 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.

In most cases, the library will not accept replacement copies of books or audiovisual materials. Exceptions to this rule may be made by the librarian in charge of the collection.

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. This refund policy applies only to items owned by the Mahomet Public Library.

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.

VI-E: Copyright Law

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