

ROLLA PUBLIC LIBRARY

SUBJECT: Circulation

BOARD

Approved: 07/20/2023

POLICY

Loan Period: All materials owned by the Rolla Public Library and on loan from libraries within the Missouri Evergreen consortium shall be loaned for 14 days except for DVDs and magazines; those loan periods are 7 days.

Patrons may check out up to sixty (60) library books and/or materials during any one period of time. An adult library patron may not check out additional books and/or materials from Rolla Public Library if that patron has checked out and not returned sixty (60) library books and/or materials. If a library patron has checked out and failed to return one or more library books and/or materials, the Library Director may suspend that patron's privileges until that patron returns the missing library books and/or materials, or compensates the Library for the books and/or materials. The Library Director, or designee, has the discretion to permit a library patron to check out more than the allowed number of library books and/or materials during any period of time.

Overdue Fees: The library will not charge overdue fees for its items or items loaned via the Missouri Evergreen consortium, and shall generally work under the principle that materials shall generally be free from overdue fines.

Renewals: All materials may be renewed three (3) times unless requested by another patron or material is designated as non-renewable. The system is set up to automatically renew items.

Overdue Items: If a sufficient number of items are in overdue status, the patron's account will be suspended until the number reduces, with the threshold number being set universally by the Library Director.

Special Collections: Staff may designate collections with special lending rules, including overdue fines and lending periods. Examples may include reference materials, expensive equipment, specialized collections, or particularly high-demand items. The rules of a given collection or items shall be established before items are to be offered under the rule set.

Exceptions to Fines and Renewal Restrictions: At the discretion of the Library Director, fines may be waived for snow days and other extenuating circumstances.

Other Fees: The Library director shall establish fees for faxes, photocopier use, printer paper, and other supplies and services offered to Library patrons. All fees established shall be published for the community. The Director shall report all changes in fees to the Board of Trustees.

Damages: Damages to any library material will be assessed according to the extent of the damage and replacement cost. A supervising staff member will make the decision for all materials. When library material has been judged too damaged to remain in circulation, the material shall be removed from circulation. The price to replace will be charged.

Lost Material: For each lost material the patron shall be charged the replacement price for the material.

Exceptions: Director or designee may make individual exceptions to the circulation policy in special circumstances.