

Basalt Regional Library District Material Circulation Policy

Board Policy

It is the policy of the Basalt Regional Library District to circulate library materials and to charge fines and/or fees for materials which are returned late or damaged by a library patron.

Administrative Policy

Basalt Regional Library will check items for damage upon being returned to the library. Damage to library items will be noted appropriately to ensure future borrowers are not charged for damage caused by another patron. Library items will circulate for the time periods specified in the policy and fines and/or fees will be assessed as outlined below. Patron accounts will be “blocked” once fines and/or fees reach \$10. Patrons are limited to 20 items on their library card at any one time.

Procedures

The following circulation times and fine policy have been adopted by the library to protect the library’s materials and to provide patrons the greatest amount of access to library materials possible.

1. Material Loan Rules

Item	Circulation Time	Fine Policy
Express Books	1 week (7 days)	\$.25 per day, no limit on fines. Non-renewable.
Adult and Children DVDs (limit of 5 per card) and Music CDs (limit of 5 per card)	1 week (7 days)	\$1.00 per day, \$15 maximum per CD or DVD. Renewable 1 time
New adult Fiction and new adult Non-fiction	2 weeks (14 days)	\$.10 per day, no limit on fines. Renewable 1 time.
MP3 Players, MP3CD players, and e-readers (limit of 1 per card)	3 weeks (21 days)	\$1.00 per day, no limit on fines. Renewable 1 time
Magazines (excludes current copy. Current copy reserved for in-house use only)	3 weeks (21 days)	\$.10 per day, no limit on fines. Renewable 1 time.

Young Adult Fiction and Non-fiction	3 weeks (21 days)	\$.10 per day, no limit on fines. Renewable 1 time.
Juvenile materials (excluding DVDs and Music CDs)	3 weeks (21 days)	\$.10 per day, no limit on fines. Renewable 1 time.
Interlibrary Loan Items	Varies	\$.25 per day, no limit on fines.
All other items not listed above	3 weeks (21 days)	\$.10 per day, no limit on fines. Renewable 1 time.

2. Fines

Days when the library is closed are not included in the Fine Policy; therefore, fines will not be assessed on days the library is closed.

Once a patron's fines reach \$10, the patron's account will be blocked and the patron will not be able to check out items or use the library's computers.

Basalt Library will hold at least one Amnesty Week each year. Overdue fines will not be waived under any circumstances other than during the amnesty week.

3. Renewals

Items may be renewed one (1) time. After the initial renewal, we encourage patrons to wait 24 hours before checking out the same item on their library account to allow other patrons an opportunity to check out the item.

Library materials may be renewed by computer, phone, or in person. If you leave a message to renew items on our answering machine, please leave your full name, phone number and card number, and bear in mind that the library may have to contact you to return any items on your card that are on reserve for another patron, or for items that have been renewed too often. Teachers or special groups who want books for an extended period of time may arrange this with the librarian.

4. Damaged or Lost Items

The Library assumes no responsibility for damage or alleged damage to a borrower's tape player, CD player, VCR, DVD player or computer by library materials.

Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition. In case of loss, theft or damage, the borrower will be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement. Please

report any issues you have with library items to a staff member. Do not attempt to repair the problem yourself.

If a case or bag for materials is returned damaged, a replacement fee will be assessed based on the cost of the specific item.

Patrons are responsible for paying replacement costs for lost or damaged items, including the cost of a full set if an item from that set cannot be ordered for replacement plus a \$10 processing fee. If a patron damages or loses an item and can purchase a replacement item with the same ISBN number and in new condition, the patron may provide this copy of the item to the library. The \$10 processing fee will be assessed to pay for RFID tags, labels, cataloging costs, etc.

5. Warnings Regarding CDs, Videos, and DVDs

Warning: the programs of many CDs, videos and DVDs are licensed only for unadvertised home use. All other rights, including duplication, broadcasting or public display are retained by the copyright holder. Be sure to delete any programs that you install from a library DVD before returning that DVD.

For student/child cards, the signing parent is responsible for any damages caused to the Library's materials. This parent is also responsible for what his or her child views; and therefore, should keep in mind that some materials may be inappropriate for their children to view, and that not all of the materials in the Library's collection have been assigned ratings.

Revised and adopted with 14th day of November, 2011 by:

Board President, Judy Royer

Witnessed by: Board Secretary, Karen Hillebrand