



Circulation Policy

Adopted: 06/2002

Revised: 09/2019

Reviewed: 09/2019

The following circulation policy has been adopted by the Scott County Public Library Board of Trustees. Any additions or deletions must be approved by the Library Board.

Loans:

- Loan periods will be as follow:
 - Books: 21 days
 - New releases: 21 days
 - Interlibrary loan special loan based on lending library requirements
 - DVDs: 7 days
 - Audiobooks: 21 days
 - Magazines: 21 days
 - Kits: 21 days
 - CDs: 21 days
- Reference works must be used in the library during library hours, but under special circumstances, may be loaned overnight at the discretion of the director.

Limits:

- The following limits apply to circulating items:
 - Books: 25 items
 - New releases: 8 items
 - Interlibrary loan: 3 items
 - DVDs: 4 items of each type (adult, juvenile, and nonfiction)
 - Audiobooks: 10 items
 - Magazines: No limit
 - Kits: 2 items of each type (STAR, Science, Art, Experience, and Book Discussion)
 - CDs: no limit
- You must be 18 years of age to borrow adult DVDs.
- Children (under 18 years of age) may check out non-fiction and juvenile DVDs.
- Most items can be renewed twice giving patron 9 weeks. Items that have been requested by another patron cannot be renewed.

Charges:

- Late fines are not charged for Juvenile and Teen materials. The following fine rates may be charged for overdue Adult items:
 - Books: 5 cents per day per book
 - New release books: 25 cents per day per book
 - Interlibrary loan materials: \$1.00 per day per item
 - DVDs: 25 cents per day per DVD
 - Audiobooks: 5 cents per day per item
 - Experience and Book Discussion Kits: 25 cents per day per kit
- Maximum charge per item will be \$5.00.

Privacy of Patron Records:

A patron's account information shall not be made available to any individual except as authorized by law. An exception to this policy of confidentiality shall be made in the event that a parent or legal guardian requests information concerning their minor child (under 18 years of age).

Overdues:

- Notices of overdue materials shall be issued after 2 weeks past date due. If item is not returned after 4 weeks a final notice with cost of item will be sent.
- Lost Items: Replacement cost of the item will be charged to the patron for all lost items.
- Items not returned within three months will be considered lost and will be charged to the patron's account. Patron will be charged replacement cost plus maximum late fine. Items three months overdue will not be accepted back into the collection.
- Reimbursements will not be made for payments on lost items which are subsequently found.
- When juvenile patrons become 18 years of age all fines and charges for lost items may be removed from their accounts as these charges were the responsibility of their parents. Patrons will be issued new cards as adults.

Bookmobile Circulation

Bookmobile service is affected by many factors including weather conditions. Due to this uncertainty, Bookmobile patrons will not be charged late fees; they will only be charged for lost or damaged materials, according to the price of the item.

Monthly notices are sent for items that are not returned to the bookmobile. Items can be renewed according to the Library's regular renewal policy.

Bookmobile patrons can apply for cards and check out on the bookmobile. Usual limits apply for number of materials.