



Circulation Policy

Adopted: 06/2002

Revised: 04/2021

Reviewed: 04/2021

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 nonfiction and juvenile DVDs.
- Most items can be renewed twice giving patron 9 weeks. Items that have been requested by another patron cannot be renewed.

ILL:

- Overdue fines will be charged for Interlibrary loan material at \$1.00 per day per item up to a maximum of \$10.00.

Account Blocks:

- No late fines will be assessed for overdue items; however, patron accounts will be blocked until items are returned.

Overdue, Lost, or Damaged Items:

- Notices of overdue materials shall be issued after 2 weeks past date due and if item is not returned after 4 weeks of the due date, a final notice with cost of item will be sent.
- Lost or damaged items will be replaced at the cost of the item and that cost will be charged to the patron.
- Items not returned within three months of the due date will be considered lost and will be charged to the patron's account. Items three months overdue will not be accepted back into the collection and will be marked with a status of "lost".
- Reimbursements will not be made for payments on lost items which are subsequently found.
- Patrons will be issued new cards as adults.

When juvenile patrons become 18 years of age all charges and account blocks may be removed from their accounts as these were the responsibility of their parents.

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).