

Title: Materials Loan Policy

Effective Date: 2/1/15

Authorized By: Library Board of Trustees

Date of Last Revision: 3/18/19

Loan Periods and Fines

Material	Item Limit	Loan Period	Renewals	Fines
Book	100	21 Days	2	none
New Book	100	14 Days	2	.10/day
Hot Shelf	1	14 Days	0	.10/day
Audiobook	100	21 Days	2	none
New Audiobook	100	14 Days	2	.10/day
Music CD	10	21 Days	2	none
New Music CD	10	14 Days	2	.10/day
DVD	6	7 Days	2	.20/day
Video Game	1	14 Days	2	1.00/day
Magazine	100	14 Days	2	none
Art Print	3	56 Days	2	none
Mobile Hotspot*	1	7 Days	2	2.00/day
Chromebook	1	2 Hours	2	1.00/30 min.
Puppets	3	21 Days	2	none
Literacy	100	21 Days	2	none
Indiana Room	0	special permission only	0	none
Reference	0	special permission only	0	none

*cannot be borrowed by PLAC card holders

- Due dates and fines will be calculated according to days the library is open. No fines will accrue and items will not be due on days the library is closed.

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- The maximum fine accrual for any item will be \$5.00 unless otherwise noted.
 - Maximum fine accrual for Mobile Hotspot will be \$25.00
- Patrons with more than \$10.00 in fines and/or fees will not be allowed to check out or renew.

Renewal

- Items may be renewed online, in-person, or over the phone.
- Items with outstanding holds will not be allowed to renew.

Overdue Notices

Notice	Time from Due Date	Contact Method
Pre-overdue	Up to 3 days prior	E-mail
1st Notice	7 days after	E-mail
2nd Notice	17 days after	E-mail, Phone
Final Notice	30 days after	Mail

Lost Items

- The final overdue notice will include a date 45 days from the due date. Items must be returned or renewed by this date. Items not returned or renewed will be considered lost.
- At 45 days overdue the system will automatically change the item status to lost and the full replacement fee of the item will be added to the patron's card.
- Lost items may be returned at any time before the replacement fee is paid. If an item is returned the patron will be credited the replacement fee minus the accrued fine.
- Lost items that have been paid for cannot be returned. No refund will be given.
- The library will not accept replacement copies of items in lieu of payment.

Holds and Requests

- Patrons may request items online, in person or over the phone.
- The maximum number of holds and request per person will be 25 items.
- Requests will be filled in the order in which they are placed.
- Items will remain on the hold shelf for pickup for 3 business days.