

HOMER PUBLIC LIBRARY CIRCULATION POLICY

The Library is supported by tax funds and to the greatest extent possible, its services and resources are available to the public without charge. Materials in all formats shall be circulated on the same basis. Those materials designated for library use only, due to fragility or rarity, may circulate on a limited basis to be determined by the Library director.

LIBRARY CARDS

- A library card is a legal and binding contract between the Library and the patron.
- A patron must present a card in good standing to borrow materials.
- A patron's card will be blocked, and no services may be obtained with it, if the patron owes \$10.00 or more in unpaid fines and/or fees.
- Legal guardians are responsible for keeping dependents' cards in good standing.
- At patron request, library staff will renew overdue materials that have not reached the maximum renewal limit, even if a patron's card is blocked, in order to keep fines and/or fees from accumulating. Please Note: An item that has been placed on hold may not be renewed.

LOST, STOLEN, OR DAMAGED CARDS

- A patron is responsible for notifying the Library promptly of a lost or stolen card.
- A patron is responsible for all items checked out on the card prior to it being reported lost or stolen.
- When a patron reports a library card is lost, stolen, or damaged, a block is placed or a replacement card is issued.
- A patron must be present when a new card is issued.
- Replacement cards cost \$5.00.
- A card may be replaced free of charge at the discretion of library staff for normal wear and tear (e.g., when the scanner is no longer able to read the barcode) or hardship (e.g., patron's house burned down).
- A patron must verify registration information.
- A patron may have only one library account.

FINES AND FEES

Please see Fees Schedule.

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will be blocked until library material is returned. Patrons with large delinquencies will be referred to a collection agency for collection and will be charged an additional \$25.00 administration fee, as well as all collection agency fees. Collection options include small

claims action and attachment of the individual's Permanent Fund Dividend in an amount sufficient to cover the cost of what is owed.

LOST MATERIALS

- A patron will be charged the cost of the lost item plus a processing fee.
- A patron should not purchase a replacement copy of a lost item; the Library may choose not to accept a replacement item due to a variety of circumstances (e.g., the item has a library (reinforced) binding, there is a newer edition, or more current information is available in a different item).

REFUND OF REPLACEMENT FEES

- The amount paid for a lost book that is later found and returned in good condition to the Library can be refunded within 60 days of Lost Status.
- After 60 days, the fee will not be refunded.

INCOMPLETE MATERIALS

If an item is returned missing a part, it will not be checked in and fines will continue to accrue until the missing part is returned. If the patron does not return the missing part within 6 weeks, the patron will be charged a non-refundable replacement fee as well as a processing fee.

DAMAGED MATERIALS

If an item is returned in non-repairable condition, and this condition is due to negligence by the patron, the patron will be charged a non-refundable replacement fee plus a processing fee.

CLAIMS RETURNED MATERIALS

All staff will refer patrons with questions regarding claims-returned materials to the Claims Returned Supervisor.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- At the discretion of library staff, charges for materials lost or destroyed by natural causes such as fire or flood may be waived.
- The Library may request documentation of the loss.
- The Library will furnish a list of borrowed materials with costs for insurance purposes if asked to do so.

HOLDS

- Items owned by the Library but not immediately available will be placed on hold (i.e., reserved) for patrons upon request.
- Items placed on hold may not be renewed; instead, the item must be returned to the Library by its due date so it may be available for the patron who placed the hold.

LOAN LIMIT

- The loan limit per library card is 25 items of general collection materials per patron.
- Of the 25 items, a patron may not have more than 5 videos checked out at any one time.
- Lower limits will apply for patrons with temporary cards.

CIRCULATION DETAILS BY ITEM TYPE

Audio Visual Equipment

- Overnight or 2-day checkout period.
- Patron must be 18 years or older and hold a permanent library card to borrow.
- The cardholder will be responsible for missing or damaged items.
- Patrons borrowing equipment must keep the equipment in their possession and not allow anyone else to borrow it.
- Circulation periods may be extended if the piece of equipment has not been reserved for another patron.

Audiobook

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Book

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Book3 (extra week for lengthy book)

- 21-day checkout period.
- Three week renewal period for up to two renewals.

Digital Device (including e-reader, MP3 player, and electric usage meter)

- 14-day checkout period.
- Renewable at staff discretion.

Game

- Non-Circulating.
- Available for use in the Library.

Kit (book with CD or cassette)

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Magazine

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Current issue does not circulate until a newer issue is available for public use.
- Circulation period may be shortened at the discretion of the library staff due to the timely subject matter of certain magazines.
- Please ask a library staff member for assistance with non-circulating magazine titles.

Maps

- Non-Circulating.
- Available for use in the Library.

Music CD

- 14-day checkout period
- Two week renewal period for up to two renewals.

Newspaper

- Non-Circulating.
- Available for use in the Library.

Punch Bowl & Cups

- Overnight or 2-day checkout period.
- Use may be extended on a case-by-case basis.

Toy

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Vertical File

- Non-Circulating.
- Available for use in the Library.

Video

- 7-day checkout period.
- Maximum of five videos checked out on a library card at a time.