

**HOMER PUBLIC LIBRARY
CIRCULATION POLICY**

ATTACHMENT A

The library is supported by tax funds, and its services and resources are made available to the public without charge whenever possible. 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 may have only one library account.
- 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.
- The guardians listed on the account are responsible for paying any fines and/or fees on their dependents' accounts.
- 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. An item that has been placed on hold by another patron 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 on that account number. A replacement card may be issued for a small fee.
- A patron must be present when a new card is issued.
- 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.

FINES AND FEES

Please see Fee Schedule.

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will have their account blocked until library material is returned or compensated for. Patrons with large delinquencies will be referred to a collection agency and will be charged an additional administration fee, as well as all collection agency fees.

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 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 being marked lost.

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 damaged due to negligence by the patron, the patron may be assessed a fee for the repair. If the item has been damaged beyond repair, the patron will be charged a replacement fee plus a processing fee.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- Charges for materials lost or destroyed by natural causes such as fire or flood may be waived at the discretion of library staff.
- 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 account is 25 items of general collection materials.
- Of the 25 items, a patron may not have more than 10 videos checked out at one time.
- Lower limits will apply for patrons with temporary cards.

CIRCULATION DETAILS BY ITEM TYPE

Audio Visual Equipment

- Overnight checkout period.
- Patron must be 18 years or older and have a permanent library card to borrow.
- Circulation period 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. Some lengthy books have been allotted a 21-day checkout period, with two three week renewal periods.

Digital Device

- 14-day checkout period.
- Patron must be 18 years or older and have a permanent library card to borrow.
- Renewable at staff discretion.

Game

- Non-circulating.
- Available for use in the library.

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.

Map

- 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 checkout period.
- Circulation period may be extended if bowl has not been reserved for another patron.

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.
- One week renewal period for up to two renewals.
- Maximum of 10 videos checked out on a library card at a time.