

Title: Materials Loan Policy

Effective Date: 2/1/15

Authorized By: Library Board of Trustees

Date of Last Revision: 4/19/23

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	10	7 Days	2	.20/day
Video Game	2	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	10.00/day
Chromebook	1	2 Hours	2	1.00/30 min.
Canvas Bags	1	21 Days	2	none
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**

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- A total of 100 combined items may be checked out on an individual library card.
- 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.
- 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.

Library of Things

- Items in the Library of Things collection will follow the loan rules set out in the Library of Things policy as approved by the Library Board.

Renewal

- All items will renew automatically on the due date.
 - Items will not renew if they have outstanding holds
 - Items will not renew if they have reached their renewal limits
- 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.

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Holds and Requests

- Patrons may request items online, in person or over the phone.
- The maximum number of holds and requests 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.