

Circulation Policy

This policy governs the circulation of library items.

New patrons are limited to 5 items the first time they check out material. Thereafter, library accounts may have up to 50 items checked out at a given time.

All circulating materials may be checked out for a period of 2 weeks. Items may be renewed as long as they are not requested by other patrons or the library. Rental DVDs may be re-rented provided they are not requested by other patrons. Accounts with 'Teacher' status will be exempt from DVD rental fees when the DVDs will be used for classroom purposes.

Reference items may be checked out for special use by patrons at the discretion of the Director, Assistant Director, or Head Library Assistant.

Staff will provide an up-to-date list of current checkouts to patrons upon request.

Overdue Fines

Patrons are responsible to keep track of the due dates and items checked out on their library cards. The Library may provide overdue notices and reminders as a courtesy. However, lack of notification shall not be grounds for dismissing fines and fees. The purpose of overdue fines is to encourage prompt returns of shared community materials.

Items not returned by the due date will be assessed fines at the rate of 10 cents per day after a 1-week grace period. The grace period excludes days the library is not open to the public.

Overdue fines will be capped at a maximum of \$3 per item.

After 90 days late, unreturned items will be considered lost. Replacement charges will be added to the account.

Patrons will not be required to pay both late fines and lost fees on a single item.

Patrons who have 1 item in lost status or who accumulate \$12.00 or more in fines may not check out materials until the account is in good standing. Patrons will continue to have access to library public computers regardless of fines or overdue status.

Fines may be adjusted or waived by staff to consider special circumstances.

Interlibrary Loans

The Coloma Public Library is a participant in the statewide MeLCat Interlibrary Loan program that enables patrons to request materials to be sent from other libraries. Patrons borrowing materials belonging to other libraries are subject to the circulation rules of Coloma Public Library as well as the owning library. Patron accounts must be in good standing in order to check out interlibrary loaned materials.

The borrowing library assumes liability for late, unreturned, or damaged items. To recoup losses, the Coloma Public Library will apply any fees from the owning library to the patron's account as well as a service fee not to exceed \$10 per item.

Responsibility for Lost/Damaged Materials

When an item is determined lost or returned with damage, the patron is expected to reimburse the library for replacement cost of the item. The library may pro-rate the replacement fee depending on factors including the age of the item and previous condition at the time of checkout. The library no longer accepts replacement items in-kind for lost or damaged materials.

The library recognizes that items do wear over time through heavy use; therefore, a patron will not be charged for damage that can be attributed to normal use. However, patrons are held responsible if an item is destroyed or so badly damaged that it can no longer be circulated.

All payments for Lost/Damaged Materials are final. Once paid for, the lost or damaged item belongs to the customer. Refunds are not issued for Lost/Damaged Materials payments.

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