

Strawberry Point Public Library Circulation Policy

Due to library's responsibility to serve the public and keep materials available for circulation the following policy has been approved by the Strawberry Point Public Library Board.

Materials may be renewed for an additional loan period beyond the original loan period. To renew a book or other materials, the patron must come in personally or call in requesting the renewal. If special circumstances warrant extended periods of loan (for instance a long term paper, or school project, etc.) arrangements must be made with the librarian staff.

Materials not returned within 1 month after the original due date are considered lost and Patron will be held responsible for those materials. They will be charged the current retail price of the material.

If materials are returned in unusable condition the patron will be charged the current retail price of the Material.

Patrons and family will be denied library privileges if they have items that are currently more than one month overdue. Materials that have been determined to be lost or damaged must be paid for in cash within 30 days of notification or all privileges will be denied to patron and family until in good standing.

Materials returned which are damaged but still usable, the patron should be charged, depending on the librarian's estimation of the extent of the damage.

Procedure

There will be no fines. A Conscience Box will be placed on the circulation desk. People will be asked to make a donation for late materials.

1. Lost materials.....current retail price.
2. Damaged materials.....unusable: current retail price, if usable charge up to retail price.
3. Magazines....\$1.00 for lost magazines
4. This is the following schedule of notification on overdue materials: Phone or email notification the second week overdue. Letter notification when more than 1 month overdue. Bill for lost items after 2 months.
5. Books that are on a waiting list will not be renewed.

Adopted by Board of Trustees 1/25/2005

Revised 6/29/2010

Revised by Library Board 2/28/2012

Revised 1/30/2015 Board of Trustees

Reviewed 2/20/2018 Board of Trustees