

# **CIRCULATION POLICY**

## **Loans, Holds & Renewals**

Loan periods and the number of items loaned for all materials will be set by the library director and are subject to change due to factors such as seasonal demand and popularity.

Holds may be placed on most circulating material. Holds may be placed in person, by phone, or via the library's online catalog.

Most circulating material may be renewed in person, by phone, or via the library's online catalog.

## **Copyright**

The Library Board directs that all borrowers of materials adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," to other relevant federal legislation and guidelines concerning the duplication of copyright materials, and to the Public Performance Law.

## **Damage**

The Wells County Public Library will not be held responsible for damage to patron's equipment as a result of the use of library materials.

Patrons who lose or damage library materials may be charged the replacement cost of the item and processing fee as determined by the Library Board.

## **Extended Use Fees**

Library patrons may accrue charges for some overdue materials. The extended use fee schedule is set by the Library Board. There is no grace period. However, in the event of an extended library closure, the library may determine it is necessary to implement a grace period. This will be determined by the Director or Library Board.

The library is not responsible for materials locked in buildings, lost, stolen, or entrusted to other individuals. Extended use fees will be charged in full under these circumstances.

Extended use fees are not charged to teacher, institutional, or homebound cards.

Periodically, the library director may designate a fine and fee amnesty period in exchange for items or tasks which will be determined by the library director. This amnesty or exchange will not apply to interlibrary loan charges, copy and print fees,

meeting room fees or money owed to other libraries.

### **Accepted Forms of Payment**

The library accepts cash, checks, and credit or debit cards. When using a credit or debit card in the library, the minimum charge is \$1.00.