**North Pike District Library - Library Materials Policy**

**Circulation**

**Length of Loans**

The North Pike District Library circulates materials in a variety of formats including books, magazines, books on CD, and DVD. The following terms of loan are applicable as indicated:

 Length of Loan # Allowed Renewals Holds/Reserves

Books 2 weeks 30 1 15

Sound Recordings 2 weeks 5 1 5

Magazines 2 weeks 5 1 5

DVDs 2 weeks 5 1 5

Activity Kits 1 week 5 1 5

**Fines**

The North Pike District Library has made the decision to not charge fines for overdue materials. Patrons will be notified when an item has been overdue for one month and two months. After three months, the materials will be presumed lost and patrons will be billed for the replacement cost of the item.

Patrons with responsibility for material in any format which is more than 6 months overdue will have their accounts suspended and unable to utilize circulation services until all items are returned or payment for items has been made. Accounts that habitually do not return items in a timely fashion may have restrictions placed regarding types and amounts of items they are allowed to borrow, i.e. only 1 New Item, or 2 regular collection items at a time.

**Fees**

***Copies:* First page is complimentary. After the initial page it will be 10 cents per page for black/white, 25 cents per page for color.** If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

***Fax/transmission:* $1.00 for the first page, 50 cents each following page.** Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

***Fax/receipt:* 10 cents per page.** The North Pike District Library assumes no responsibility for notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

***Computer printouts:* 10 cents per page**. This fee applies to all material printed by library printers including, but not limited to, internet downloads, CD-ROM product information, personal work, and graphics.

***Laminating:* $1.00 per 8.5 x 11 page** This fee is applied per laminating sleeve used. Staff will run item through the laminating machine.

**Cards**

North Pike District Library issues the first card for free to residents of the library service area. If a patron loses or damages the library card, the patron will be responsible for paying $1.00 for a new library card.

**Holds/Reserves**

Patrons may reserve materials which are not immediately available for patron use. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for this material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relay of the message to the appropriate person in the household and prompt retrieval of the material are the responsibilities of the patron.

**Interlibrary Loan**

The North Pike District Library abides by the ILLINET Interlibrary Loan Code (23 Ill. Adm. Code 3030 Exhibit A).

When patrons want material that is not available within the North Pike District Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the North Pike District Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the North Pike District Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

**Lost or Damaged Materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents’ responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found. Average prices as of July of this calendar year are:
	1. Books - Paperback $15.99, Hardcover $29.99
	2. Sound Recordings - $10.00 per disc
	3. DVDs - $19.99 + $10.00 each additional disc
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
4. Bindery repair
5. Minor repair (in house)

**Reciprocal Borrowing**

A library borrower with a valid library card may check out books from other libraries belonging to the Reaching Across Libraries System (RAILS).

* Reciprocal borrowing privileges are subject to the policies of the lending library.
* Patrons may return materials borrowed from other libraries to the North Pike District Library, but the patrons to whom the materials are checked out are responsible for the materials until they are received by the lending library.

The North Pike District Library will also lend materials in all formats to any patron with a valid library card from any RAILS library.

* The valid library card must be presented at the time of borrowing.
* Any materials checked out of the North Pike District Library are subject to the rules and regulations of the Library.
* A borrower may return materials borrowed from the Library to other RAILS libraries, but the patron to whom the materials are checked out is responsible for the materials until they are received by North Pike District Library.

Approved: 12.12.2022 by NPDL Board of Trustees