

Circulation

Circulation Policies

- All persons who have registered for and received a CCLD card are entitled to borrow circulating library materials.
- Service will not be denied because of religion, race, age, sex, disability, or social, economic, or political status.
- Reference and Archival materials are available for in-house use only.
- The CCLD Library Director may alter the circulation period as needed, such as in the use of an item for a project or assignment.
- Overdue notifications will be given through the patron's chosen form of notification (call, text, or email)
 - 1st Overdue notification = 7 days overdue
 - 2nd notification = 14 days overdue
 - 3rd notification = 21 days overdue
 - 4th notification will be a Billing Notice = 28 days overdue (mailed to the patron's home)

Loss of Privileges

- The use of Central Citizens' Library District materials and facilities may be denied to those who:
 - Vandalize CCLD property [Legal Action will be taken in the case of vandalism]
 - Act or talk abusively towards CCLD patrons and/or CCLD staff
 - Repeatedly fail to abide by CCLD library policies
 - Exhibit disruptive behavior
 - Fail to pay fees over \$5
- Any CCLD library patron who has had his/her library privileges denied may:
 - Confer with the CCLD library director concerning the problem
 - Write a statement to the CCLD Board of Trustees
 - Appear at the CCLD Board of Trustees meeting to request that his/her library privileges be reinstated.

Loan Periods

- Item Check Out periods:
 - Books from our Library = 3 weeks
 - DVDs from our Library = 2 weeks
 - Rotating DVDs (RED) = 3 days
- Items owned by another library are subject to the owning library's check-out periods
- Rotating Collections are subject to a different due date.
- Interlibrary Loaned items will follow the owning library's check out periods.

Fines & Damages

- CCLD owned Books, Audio, CD, and CCLD owned DVDs = \$0.10 per item, per day
- Rotating DVD collection = \$1.00 per item, per day

- Interlibrary Loan items are subject to the owning library's fee structure.
- The charge for Lost items will be charged to the patron's account as well as a \$5.00 processing fee to cover the cost of replacing the item.
- Damaged items:
 - Repairable – a small fee to cover the repair cost may be charged per the Library Director's discretion.
 - Not repairable – The cost to replace the item and the \$5.00 processing fee will be charged.
- Borrowers who owe \$5.00 or more in overdue fees or have more than two (2) overdue items will lose their privileges until fees including damage charges are paid.
- LEGAL ACTION will be taken in the case of theft or vandalism of library equipment or collections.

Returned Lost Items

- If an item is returned undamaged within one calendar year of paying for the item, the patron will be refunded or credited the replacement cost of the item only.
- Patrons can choose to receive a check for the refund or to keep it as credit on their account to be used for future fees.

Fees

- Printing
 - \$0.10 per page for Black & White
 - \$0.20 per page for Color
- Faxing: \$1 per page
- Copying: \$0.20 per page/side (color & B/W)
- Laminating: \$0.25 per foot (1 foot minimum)

Renewals

- Patrons may renew some materials and equipment by telephone.
- If the material has a "HOLD" request on it, it may not be renewed
- Rotating Videos may NOT be "HELD" or "RENEWED."