



## **Circulation Policy**

The Smithton Public Library District will abide by all circulation and resource sharing policies and requirements put in place by the Illinois Heartland Library System and OCLC. If the requirements of the IHLS or OCLC are contradicted by a local policy, the IHLS or OCLC requirement shall take precedence.

### ***Loan Period and Fines Schedule***

**Books, general material:** 3 week loan period, 15 cents per day late fee

**Videos, Video Games & Fishing Poles:** 1 week loan period, \$1.00 per day late fee

**Music recordings:** 1 week loan period, 50 cents per day late fee

**Equipment:** 2 week loan period, \$5.00 per day late fee

Items must be returned to the library by closing time on the due date for late fees not to be incurred. Fines will total no more than the replacement cost of an item.

Lost or damaged items will result in a charge for the replacement value of the item.

A balance of \$5.00 or more on a patron account will result in the suspension of library privileges until the fine is paid **in full**.

### ***Claims Returned***

If a patron claims an item is returned, but the item cannot be located, the item will be marked as "claims returned." If an item is later found at the library, the "claims returned" status will be removed. If the item is later returned by the patron, it shall be treated as a normal overdue item. After 3 "claims returned" items are posted to a patron's record, additional "claims returned" items will be treated as lost items and the patron's account will be charged for replacement.

### ***Failure to Return Library Materials / Pay fines and fees***

Failure to return library materials or to pay charged fines and fees may result in collections proceedings. Theft of or failure to return library materials will be prosecuted to the full extent of the law. Patrons will be responsible for any collection and/or court cost incurred by the library in its efforts to secure the return of material or payment of fines.

### ***Borrowing Limits***

At any one time, a patron may borrow up to 15 books, 5 videos, 5 audio recordings, and 5 magazines.

A household may check out 2 fishing poles and 2 video games at any one time.