

Kitchigami Regional Library

Library Materials Use and Fees Policy

Purpose:

To establish the loan periods and schedule of fees to library borrowers for materials that are not returned or are returned as damaged items.

Principle:

Limitations on library borrowing are established in order to ensure the broadest possible access to library materials.

Library patrons are responsible for the use and timely return of all materials borrowed on their KRLS borrower card. Loan periods are established to facilitate the timely return of materials.

Kitchigami Regional Library System does not charge daily overdue fines for materials that are not returned by their due date. There are fees, however, for printed notices, replacement of lost or damaged items, and for the replacement of library borrower cards and miscellaneous replacement costs.

Policy:

1. Temporary cardholders may borrow a total of seven items at a time.
2. Permanent cardholders may borrow up to seven (7) audio items and seven (7) video/DVD items at a time. Mobile library borrowers may borrow up to fourteen (14) audio items and fourteen (14) video/DVD items at a time. Borrowing of books and other materials is unlimited.
3. Loan periods for library materials are listed as Appendix A.
4. All Kitchigami Regional Library materials may be renewed once, provided there are no holds(requests) on the item. Items with holds(requests) on them must be returned promptly.
5. Interlibrary loan items may not be renewed except by special permission of the lending library.
6. All lost and damaged materials must be paid for. In addition to the item fees listed below, a non-refundable \$3.00 administration fee will be charged for each item. If materials are returned in good condition within 12 months, the replacement value will be refunded.
7. Loan periods and replacement costs will be reviewed and amended by the Kitchigami Regional Library Board as required.

8. The loan periods for mobile library borrowers will be extended as necessary for the schedule of stops and for occasions when weather or other conditions prevent a regularly scheduled stop. Notice fees will be waived under these conditions.

Appendix A

Loan Periods

Printed Materials

| | |
|------------------------------|---------|
| High demand/bestseller books | 7 days |
| All other books | 28 days |

| | |
|----------------------|---------|
| Magazines, Pamphlets | 7 days |
| Kits, maps | 28 days |

Audio Materials

| | |
|-------------------------|---------|
| Books on tape/CD | 14 days |
| Music on tape/CD/DVD | 14 days |
| Book/audio combinations | 14 days |
| Digital books | 14 days |

Video Materials

| | |
|-------------|--------|
| Videos/DVDs | 7 days |
| CD-ROM | 7 days |
| Slides/Film | 7 days |

Miscellaneous

| | |
|----------------------|--------|
| Toys/Games/Equipment | 7 days |
| Microforms | 0 days |

Special Collections

| | |
|----------------|---------|
| Kits for Kids | 28 days |
| Book Club bags | 42 days |
| Sheet music | 90 days |

Interlibrary loan periods are determined by the lending library.

Appendix B

Replacement Costs of Lost and Damaged Items:

| | |
|-----------------------------------|--------|
| Hardback book, Adult | \$25 |
| Paperback book, Adult, nonfiction | \$15 |
| Paperback book, Adult fiction | \$10 |
| Hardback book, YA-Juv-E | \$20 |
| Paperback book, YA-Juv-E | \$5 |
| Magazine | \$7 |
| Music CD | \$17 |
| Music cassette | \$15 |
| Audio book on tape (per tape) | \$7 |
| Audio book on CD (per CD) | \$10 |
| Videocassette | \$20 |
| DVD | \$25 |
| Toy/game | \$12 |
| Software (CD-Rom, disks) | varies |
| AV Equipment | varies |
| Recreational Equipment | varies |
| Kits (multi-format) | varies |

Items that cost more than the standard cost in this list will be charged according to their actual *replacement cost*.

Printed Notice Fee:

There is a \$2.00 non-refundable fee for each printed overdue notice.

Additional Replacement Costs:

Replacement fee for AV items returned with no case \$5.00

Lost library card replacement cost \$2.00

Missing item barcode replacement cost \$1.00

KRL Board approved 8/04; revised 5/15/08