

**BASALT REGIONAL LIBRARY DISTRICT
MATERIAL CIRCULATION POLICY**

BOARD POLICY:

It is the policy of the Basalt Regional Library District to circulate library materials and to apply charges for materials which are late, lost, or damaged by a library patron.

ADMINISTRATIVE POLICY:

Basalt Regional Library will check items for damage upon being returned to the library. Slight damages to library items will be noted to ensure that future borrowers are not charged for damage caused by another patron. Library items will circulate for the time periods specified in the policy and charges will be assessed as outlined below. Patron accounts will be "blocked" once charges reach \$10. Patrons are limited to 50 items on their library card at any one time.

PROCEDURE:

The following policy regarding times and applicable charges has been adopted by the library to protect the library's materials and to provide patrons the greatest possible access to library materials.

Juvenile and Young Adult materials and materials checked out by patrons under the age of 18 do not accrue late charges. Charges for damaged and lost materials still apply.

Material Loan Rules

Adult Collection

Item	Circulation Time	Late Charges
Adult DVDs (limit of 10 per card)	1 week (7 days) for New Titles	\$1.00 per day for New Titles, \$15.00 maximum per DVD. Non-renewable.
	2 weeks (14 days) for Classic Titles	\$.10 per day for Classic Title.
Adult Music CDs (limit of 5 per card)	1 week (7 days)	\$.10 per day.

New Adult Fiction and New Adult Non-Fiction	2 weeks (14 days)	\$.10 per day.
Kindle E-Readers (limit of 1 per card)	3 weeks (21 days)	\$1.00 per day, \$75.00 maximum. Non-renewable.
Magazines (excludes current copy. Current copy reserved for in-house use only)	3 weeks (21 days)	\$.10 per day.
Interlibrary Loan Items	Varies	\$.25 per day.
Telescopes	1 week (7 days)	\$5.00 per day. Non-renewable.
All Other Items Not Listed Above	3 weeks (21 days)	\$.10 per day.

Juvenile & Young Adult Collections

Item	Circulation Time	Late Charges
Juvenile & Young Adult Books	3 weeks (21 days)	No charges.
Juvenile & Young Adult DVDs (limit of 10 per card)	1 week (7 days) for New Titles	No charges. Non-renewable.
	2 weeks (14 days) for Classic Titles	No charges.
Juvenile Music CDs	2 week (14 days)	No charges.
Ukuleles	2 weeks (14	No charges. Non-

	days)	renewable.
All Other Items Not Listed Above	3 weeks (21 days)	No charges.

The Library creates and promotes access to resources and resists censorship; Therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.

Late Charges

Late charges will not be assessed on days the library is closed. Once a patron's charges reach \$10, the patron's account will be blocked and the patron will not be able to check out items or use the library's computers.

Renewals

Items may be renewed one (1) time. After the initial renewal, we encourage patrons to wait 24 hours before checking out the same item on their library account to allow other patrons an opportunity to check out the item.

Library materials may be renewed by computer, phone, or in person. If you leave a message to renew items on our answering machine, please leave your full name, phone number and card number, and bear in mind that the library may have to contact you to return any items on your card that are on reserve for another patron, or for items that have been renewed too often. Teachers or special groups who want books for an extended period of time may arrange this with the librarian.

Damaged or Lost Items

The Library assumes no responsibility for damage or alleged damage to a borrower's personal property (e.g. CD player, DVD player, or computer) by library materials.

Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition. In case of loss, theft, or damage, the borrower will be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement.

The Basalt Regional Library District is unable to accept replacement items purchased by patrons.

Please report any issues you have with library items to a staff member. Do not attempt to repair the problem yourself.

If a case or bag for materials is returned damaged, a replacement fee will be assessed based on the cost of the specific item.

For minor patrons, the signing parent/guardian is responsible for any damages caused to the Library's materials.

Warnings Regarding CDs, DVDs, and Streamed Content

Warning: the programs of many CDs, DVDs, and streamed content are licensed only for unadvertised home use. All other rights, including duplication, broadcasting or public display are retained by the copyright holder. Be sure to delete any programs that you install from a library DVD before returning that DVD.

Revised and Adopted: August 20, 2018

