



CIRCULATION OF MATERIALS

CIRCULATION RULES

Most books may be checked out for 28 days. Magazines and high demand items may be checked out for 14 days. New adult materials may be checked out for 14 days. If an item is not available for check out, up to 5 pages may be copied at no charge.

For reference material, patrons may photocopy the first five pages free of charge.

Each reference material photocopy after the initial free five pages is \$.10 per copy for b&w and \$.50 per copy for color.

Audiobooks may be checked out for 28 days. All DVDs may be checked out for 14 days. All materials may be renewed if they are not overdue, provided there is no hold on the item.

Two renewals allowed per item. Interlibrary loan materials may be renewed if they are not overdue and the lending library will renew materials.

Adopted 5/90, Revised 1/93, Revised 11/97, Revised 1/04, Revised 8/08, Revised 6/12, Reviewed 3/17, Revised 10/19

OVERDUE NOTICES AND SUSPENSION OF BORROWING PRIVILEGES

Patrons with an email address on file with the library will receive one overdue notice one week after the due date with a second notice to follow at two weeks if the material has not been returned. In addition, courtesy calls are made one week and two weeks after an item is overdue for those patrons without an email address on file with the library.

After 90 days, the item is assumed lost and a bill notice will be sent out automatically.

Borrowing privileges may be suspended for the following reasons:

1. Fraudulent information on the library card application
2. Incomplete library card application at the end of the probationary period
3. Patron refusal to provide library with current contact information
4. Three or more items overdue, regardless of due date
5. Fines totaling \$10.00 or more
6. Disruptive or threatening behavior in the library – Please see details under sections addressing disruptive and threatening behavior.

If a minor has their borrowing privileges suspended, the responsible party is restricted also.

Adopted 5/90, Revised 5/21/91, Revised 9/9/97, Revised 10/28/99, Revised 01/05, Revised 8/08, Revised 6/12, Reviewed 3/17



LOST/DAMAGED LIBRARY MATERIALS

There will be a charge for lost materials and library materials damaged through unintentional or intentional neglect. The total charge will consist of the retail price of the material and any other related costs such as shipping charges from the vendor, plus a \$10.00 processing fee.

In the event a patron returns material thought to be lost and has paid the lost/damaged materials cost, a credit or refund cannot be given to the patron. The item is considered owned by the patron and not by the library. At this time, the patron may decide to donate the item back to Lincoln County Public Libraries.

Barcodes from damaged library materials will be retained by the library so that materials can be withdrawn from the collection. The damaged item may be retained by the patron if they want it.

Adopted 2/93, Revised 9/97, Revised 11/02, Revised 8/08, Revised 6/12, Revised 3/17

INTERLIBRARY LOAN

As noted in the National Interlibrary Loan Code, interlibrary loan service is essential to the vitality of libraries of all types and sizes. Lending between libraries is in the public interest and should be encouraged. However, interlibrary loans should serve as an adjunct to, not a substitute for, local collection development. Lincoln County Public Libraries are committed to fulfilling both its borrowing and lending roles in resource sharing on behalf of individual patrons and other libraries.

In meeting its resource sharing responsibilities, Lincoln County Public Libraries use the Montana State Library Interlibrary Library Loan (ILL) protocols. ILL is transacted through OCLC Worldshare. With its participation in resource sharing, Lincoln County Public Libraries adheres to established local, state, and national resource sharing protocols for both borrowing and lending.

Patrons may obtain materials from other libraries through the interlibrary loan process, which is available to any patron with a valid library card, and the willingness to abide by the following policies:

1. A patron may have up to three interlibrary loans in process at one time. ILL service is not available to patrons whose library privileges are suspended.
2. A patron is notified when an interlibrary loan is available for checking out. A patron shall have seven days to check out an interlibrary loan after notification.
3. If an interlibrary loan is not picked up within 7 days, the requesting patron will accrue a charge of \$5 per item.



4. Patrons who have lost or damaged interlibrary loan material shall pay the fee assessed by the lending library.
5. Fines for overdue interlibrary loan materials will be \$1.00 per item per day.
6. Patrons may request an interlibrary loan title once every three months.
7. Renewals for interlibrary loans may be made only if the lending library offers the renewal service. Renewals are NOT guaranteed.

Adopted 5/90, Revised 10/92, Revised 9/97, Revised 01/05, Revised 8/08, Revised 6/12, Revised 3/17, Revised 7/18