

CIRCULATION OF MATERIALS

The following terms of loan are applicable to materials checked out from Colchester District Library:

Item	Length of loan	#Allowed	Renewals*	Age	Drop Box
New Books	2 weeks	10	0	any	yes
Books	2 weeks	10	1*	any	yes
DVD	2 weeks	2	0	17 for R	no
eReaders	2 weeks	1	0	must be 16	no
Reference	In house use only—may not be checked out				

*Renewals allowed as long as no one else has placed a reserve on the item.

VACATION LOAN

Upon request and at the discretion of the library director, vacation loans may be made up to 6 weeks in length. New materials (books, magazines, and DVDs) are excluded from this privilege.

OVERDUES AND FINES

Fines for books, magazines, VHS and DVDs: \$.05 per day.

Fines for eReaders: \$1.00 per day

Fines accumulate on days when the library is not open.

Maximum for all other materials is \$5.00 (not to exceed the value of the material)

An item from another library that is currently overdue will prevent the patron from ordering any more materials through interlibrary loan until the overdue is taken care of.

LOST AND DAMAGED MATERIAL

There will be no charge for replacing a lost library card.

There is no charge for repairable damage to books or magazines.

A lost or destroyed item is billed at current market price. (Amazon or EBay) plus \$4.00 shipping and handling.

Patrons may replace a lost or destroyed item as long as it is exactly the same as the original in age, edition, format, etc.

A damaged DVD that can be cleaned and polished back to working quality will be forgiven without charge. If polishing does not restore it, replacement charges will be required as explained above. Damaged Dvd cases that require replacement are \$1.00.

Procedure for overdues on materials owned by Colchester District Library:

At 2 weeks overdue: Librarian will phone, email or text a friendly reminder.

At 3 weeks overdue: Librarian will repeat the call, email or text. The message will include that the patron may not check out anything more until the overdue items are returned and fines are paid.

At 4 weeks overdue: Librarian will send a bill for the overdue material. If the material is returned (in acceptable condition) at this point, all fines will be waived.

At 6 weeks overdue: Librarian will send a letter to inform the patron that they have lost their library privileges and their card is revoked. If the material is returned (in acceptable condition) at this point, all fines are waived and their cards are reinstated.

In addition to the foregoing, in the event that any person's failure to return any book or library materials in undamaged condition is determined to be willful (intentional—without good cause), the Director will inform the patron that they have lost their library privileges and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made.

INTERLIBRARY LOAN

When patrons want material that is not available within the Colchester Library District, we ask other agencies to provide it through Interlibrary Loan. This free service is available to any patron in good standing. Patrons may directly place holds on items from other libraries or have staff members do it for them. Due dates, renewal options and fines are based on those of the lending library.

When the material arrives at Colchester District Library, a staff member will call the patron who made the request to tell them that their item is available for pickup. If they are not available, a privacy respectful message will be left. Material should be picked up within 7 days or it will be returned to its home library.

Overdue interlibrary loan material results in immediate suspension of privileges and blocks any further ordering. Materials borrowed through interlibrary loan that are lost or damaged are charged to the patron according to the policies of the library they came from.

CONFIDENTIALITY

The Colchester District Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential information. The Colchester District Library does not make available the records of patron transactions to any party except in

compliance with the law. Colchester District Library does not make available lists of registered library patrons except in compliance with the law.

Library personnel will not be permitted to share any patron information with anyone, including reading preferences, materials checked out, or fines owed. Such comments will be verbally addressed by the Director, and then, if necessary, in writing. Subsequent instances of the breach of confidentiality will be cause for dismissal.