

BORROWING AND LOAN POLICY

This policy ensures fair access to curriculum for all users and accurate tracking of library materials. The Library CEO or staff member in charge can use judgment when enforcing policy.

1. Loan Periods

- A. All library materials are loaned for a three (3) week period. Other libraries in the AspenCat consortium may specify different loan periods.

Non-lending materials (in-library use only)

- newspapers
- toys and puzzles
- pop-up books

- B. Renewals. Materials may be renewed by telephone or online according to the following guidelines:

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|-----------------------|-------------|
| • Books | 2 renewals |
| • Audio Books | 2 renewals |
| • CDs | 2 renewals |
| • DVDs | 2 renewal |
| • Periodicals | no renewals |
| • Inter-library loans | no renewals |

Materials that are on reserve may not be renewed.

2. Returns/Overdue

- A. Library materials will not be due on days the library is closed, but will be due on the next day the library is open.
- B. Library materials may be returned to the library customer service desk or the book drop. The book drop is open 24 hours a day.
- C. Items returned in the book drop after the library is closed are considered returned that day.
- D. Berthoud Community Library District (BCLD) does not charge overdue fines for any materials.
- E. Users receive email notification of overdue items after two weeks, and borrowing privileges are suspended one month after the due date until materials are returned or paid for if lost.
- F. The electronic bill accessed through the user's library account contains the replacement cost and processing fee. If the cost is not in the catalog record, a default cost applies (see Fees this section).
- G. Replacement items may be accepted only at the discretion of the Library CEO or Youth Services Librarian.
- H. Borrowing privileges are suspended when fees reach \$5.00. Users must pay all charges in full before borrowing privileges are reinstated.

3. Lost or Damaged Items

- A. Users are responsible for the replacement fee if an item has been lost or has been damaged beyond repair.

- B. The replacement cost will be refunded to the user for lost items that have been subsequently found and returned. Items must be returned within three (3) months in order to be eligible for refund. Lost ILL items are covered under ILL policy.
- C. If part of an item is lost, the user will be charged the cost of replacement if the part can be replaced. If the part cannot be replaced, the user will be charged the cost of the entire item.

4. Fees

<u>Item</u>	<u>Default price</u>
1. Adult Book/hardcover	\$15.00
2. Children Book/hardcover	\$10.00
3. Book/paperback	\$5.00
4. Cassette/book set	\$15.00
5. CD	\$10.00/disc
6. DVD	\$10.00
7. DVD sleeve	\$5.00/each
8. Magazine	\$2.00
9. Computer printing	\$.20/page
10. B&W photocopies	\$.20/page
11. Color photocopies	\$.50/page
12. Processing Fee for lost item	\$ 5.00/item

5. Reserves

- A. Reserves may be placed on any lending item.
- B. Reserves may be placed in person, by telephone, or online.
- C. There is no charge for reserves.
- D. There is no limit on the number of reserves a user may place.
- E. Users will be notified by telephone or email when the reserved item is available.
- F. Reserved items will be held for two weeks from the date of notification.
- G. Items that are on reserve may not be renewed.

6. Interlibrary Loan Service

BCLD provides interlibrary loan services in accordance with the Colorado Interlibrary Loan Policy (see Appendix C).

1. Borrowing Policy

- All types of materials may be requested through interlibrary loan. Decision to fill the request is left to the discretion of the lending library.
- BCLD does not charge for interlibrary loan materials lent out.
- If a lending library charges for loaning an item, this charge is passed on to the user.
- If a lending library charges for photocopies of journal articles, this charge is passed on to the user.

- Loan periods follow BCLD policies, unless the lending library stipulates a different loan period.
- Interlibrary loan items may not be renewed.
- Users are responsible for lost items. Charges are based on fees charged by the loaning library.

2. Lending policies

- BCLD loans all lending books and AV material.
- BCLD provides photocopies of magazine articles.
- Items are loaned for three weeks. Items may not be renewed.
- The library accepts interlibrary loan request via SWIFT.
- Interlibrary loan items are shipped via the state courier service.

Revised 5/2/02
Revised 6/28/07
Revised 6/26/08
Revised 1/21/09
Revised 8/5/10
Revised 1/6/11
Revised 9/1/11
Revised 6/8/16