

## CIRCULATION POLICY

Library card recipients may:

- Borrow up to four (4) items at a time, with a limit of two DVDs per customer. E-books are also available to borrowers through the OK Virtual Library, with a limit of six (6) items.
- Use any library material, excepting those on reserve. Reference materials will be available to all borrowers in-house only.
- Use other library equipment or facilities as available, according to stated policies.
- Use interlibrary loan.

Borrowing privileges may be revoked for extreme or recurring overdue occurrences.

Books are checked out for two weeks, with an option to renew the books twice. There is a limit of one recheck per new book per patron. DVDs are checked out for one week, with the option to renew once.

Specialty items, as decided by the Library Director, will only be checked out to patrons 18 years of age or older and only one per household. Specialty items may be checked out for one week, with no renewal, and must be returned in person, not in the book drop. (New cardholders must have a clean checkout history- borrowed and returned items- for at least one month before checking out specialty items.)

Phone numbers will be verified, and multiple ways of contacting patrons may be requested (at the Library Director's discretion.)

Fine schedule:

Books and audiobooks- 5-day grace period, then 5 cents daily until it reaches \$1.00

DVD-3 day grace period, 10 cents daily until it reaches \$2.00.

Specialty items- no grace period, \$1.00 per day.

Cards may be revoked for failure to return materials, failure to replace lost or damaged materials, or repeated destruction of materials. Procedures to be followed are:

1. Determination of revocation shall be at the discretion of the Library Director and/or Library Board of Trustees.
2. The Library Director shall be responsible for notifying the borrower when the card is revoked.
3. After a minimum of three (3) months has elapsed, the holder of a revoked card may petition for reinstatement. The Library Board shall be responsible for approving/denying such reinstatement. The Library Director shall inform the petitioner of the action of the Board.

### Interlibrary Loan Policy

Any book or other circulating item not owned by Jay C. Byers Memorial Library, or in circulation and not anticipated to return within the time frame needed by the patron, can be requested via interlibrary loan. A patron's first two ILL requests in a calendar month are free, and only two items may be requested at a time. **Any request after that is \$4 per item in a calendar month.** Patrons wishing to use interlibrary loan must have a library card in good standing, and no requests will be accepted without a library card.

No request can be guaranteed; patrons will be notified if their requests cannot be filled. Delivery of interlibrary loan items vary and cannot be anticipated for individual requests; however, an individual can request an item within a particular period and every effort will be made to meet the deadline as requested by the patron.

**What kinds of materials are difficult to obtain through ILL?**

Although we attempt to fulfill almost any request, the following types of materials are often difficult to obtain through ILL:

- Recently published books (less than 6 months old)
- Entire volumes or issue of periodicals
- Reference works
- Rare books or original manuscripts
- video, DVD's
- Some doctoral dissertations and master theses
- Genealogy materials

**Receiving Items/Canceling Requests**

When interlibrary loan items are received and processed, patrons will be notified by phone, email or text. Interlibrary loan items will be held until the due date posted on them by the lending library. Interlibrary loan items may be checked out for the period specified by the lending library. We cannot guarantee the length of the checkout period for any interlibrary loan request. An effort will be made to renew interlibrary loan items as requested by patrons. Renewal cannot be guaranteed. Patrons are strongly encouraged to notify the interlibrary loan staff if they are unable to pick up interlibrary loan items within the specified time limit, which is the time the item is ordered to the time it is due back.

If interlibrary loan items are not returned on time, the patron will no longer be eligible for the interlibrary loan service. A patron will also be deemed ineligible if the patron has chronic overdue library items and does not return regular library items in a timely manner.

**Fees**

Items that are not picked up by the due date posted on them will be returned to the lending library and a fee of \$4.00 will be attached to the patron's library account, which must be paid before another request can be filled. This fee may be removed as special circumstances warrant as determined by the Library Director. Patrons are encouraged to call the library if they are unable to pick up interlibrary loan items within the specified time limit. Interlibrary loan items will have overdue fines only if the lending library bills Jay C. Byers Memorial Library, and any accrued fines will be attached to the patron's library account. A patron who does not return the interlibrary loan materials they received through the library will not be allowed to use the library's circulation service or computer/internet service. This negligence will be noted on the patron's account and every effort will be made by the library and through local law enforcement to retrieve the item or make restitution.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director or Library Board of Trustees. Any questions, comments, or concerns regarding this policy should be submitted to the Director or Library Board.

Adopted 4/22/19

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