

# Cherokee City-County Public Library

## Circulation Policy

**Policy:** The Cherokee City-County Public Library (CCCL) encourages all citizens of Alfalfa County to use the resources of the library. CCCL makes materials available to library card holders to assist in research, learning and literacy development. All persons living in Alfalfa County are eligible for library cards with which to check out materials.

**Procedure:** The following rules and regulations apply to material checkout:

1. A completed application along with valid photo ID such as a valid driver's license.
2. Applicants under the age of 16 must have a parent or guardian's permission and signature, acknowledging responsibility for library materials checked out by the child.
3. All applicants must apply in person.
4. Upon completion of paperwork and submission of photo ID, a library card is made and given to patrons.
5. Patrons are responsible for any and all items checked out on their card.
6. If materials are late, and fee is levied per day, per item. Patrons are responsible for payment of late fees and replacement cost if an item is lost/missing. Habitual lateness, difficulty recovering fines/replacement cost will result in limitations being placed on the card.

### **Loan Period**

1. Books, Periodicals, Videos, DVDs all checkout for 21 days
2. Items can be renewed up to two (2) times, if they are not reserved for another patron.
3. Telephone renewals are accepted.
4. In the event that an item is damaged or lost, the replacement cost of the item plus a processing fee will be charged to the patron.

### **Holds**

1. Library patrons may place up to 6 of most library materials on hold at a time.
2. Service providers working in partnership with CCCL to provide materials in electronic formats may set their own limits.

### **Maximum Items Borrowed**

1. For most accounts, a limit of 50 items per account can be on loan at one time.
2. For new accounts, a limit of 2 items can be on loan for the first 24 hours.
3. For Interlibrary Loan, a limit of 4 loans can be borrowed at one time.

### **Lost or Damaged Items**

1. Once an item is 91 days overdue (with 4 notifications), the item is considered lost. The borrower who damages, loses, or does not return an item must pay the replacement fee, a late fine, and a processing charge on that item.

### **Interlibrary Loan**

1. CCCL has the ability to request materials that are not part of the library's collection.
2. Patrons may request specific titles or information on the requested topic.
3. To request through ILL services, patrons must have an account with CCCL, have established a good return record and not have any overdue materials or fine charges.

**Fines**

1. Each item overdue will be assessed a \$.05 fine for each day that it is overdue.
2. If an item is overdue and lost, it will be assessed its late fee, its replacement fee, and a \$5.00 processing fee.
3. There is a \$99.00 fine limit.