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5.3 Loan Periods, Renewals, Overdue Charges and Damaged/Lost Materials Restitution

Collections

The Emmetsburg Public Library maintains collections of books, periodicals, sound recordings, videorecordings and other materials that are available for the public to borrow.

Loan Periods

The library establishes the following loan periods for its holdings:

All books, and sound recordings not classified as "NEW MATERIALS" shall be loaned for four weeks.

All adult materials, except audiobooks, classified as "NEW MATERIALS," cake pans and console video games shall be loaned for three weeks.

All periodicals and videorecordings shall be loaned for one week.

Due the special arrangement with the Iowa Lakes Community College libraries, Emmetsburg Public Library patrons have ready access to college materials. Their established loan periods must be respected as well. They are:

College books and college sound recordings check out for four weeks.

Both libraries hold materials that are classified as "NON-CIRCULATING." These materials are not to be taken from the library.

Renewals

All Emmetsburg Public Library materials are available for a renewal period of the same length as the original loan period. The following restrictions apply:

1. Materials that have hold requests for other patrons may not be renewed.
2. Videorecordings, console video games, and materials that are classified as "NEW MATERIALS" may only be renewed once.
3. The library director may request, at his or her discretion, the return of any item having been excessively renewed to avoid monopolization of materials by individuals.
4. Materials overdue one month or more may not be renewed and must be returned immediately.

For college materials checked out by public patrons, all may be renewed for the same amount of time as their original loan period, except for videocassettes and DVDs, which may not be renewed.

Limits

Each person shall be limited to thirty (30) items out total of any type at a time. Console video games shall be limited to three games per person at a time.

Overdue Charges

The Emmetsburg Public Library, in the interest of encouraging the prompt return of materials, establishes the following overdue charges to be paid, as a civil fine, upon the late return of materials:

\$0.10 per day per item for the late return of all books, sound recordings, videorecordings, console video games and other items loaned (equipment is handled under separate policy)

Periodicals shall not have late charges.

College library materials do not have late charges.

Overdue Charges Limits

No public library patron may check out materials with over \$5.00 in outstanding fines. The entire balance must be paid before any other materials are checked out.

The public library asks college students to pay off their fine balances before they check out any materials.

Damaged Materials

If materials are returned damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. Any evidence of or an appearance of an item having been chewed by an animal or person renders it unsuitable for the collection. Any water damage to the extent of any warping of pages renders it unsuitable for the collection. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the library's collection. The titles and costs of these materials are listed below:

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Your assistance in settling this matter promptly is appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Replacement Costs

Patrons who lose or damage an item beyond the ability of the library to use the item owe the actual cost to the library for replacing the item. If the actual cost to the library is unavailable, then library shall charge the following established amounts for items lost or damaged beyond usability:

DVD/Console video game cases	\$3.00
CD Albums	\$6.00

Materials (Fewer than 5 checkouts)

Mass Market Paperbacks	\$5.00
Trade Paperbacks	\$10.00
Hardcover	\$20.00
CDs	@ cost
Videorecordings	\$15.00
Console Video Games	\$55.00
Cake Pans	\$15.00

Materials (More than 5 checkouts)

Mass Market Paperbacks	\$3.00
Trade Paperbacks	\$5.00
Hardcover	\$9.00
CDs	@ cost
Videorecordings	\$10.00
Console Video Games	\$35.00
Cake Pans	\$10.00

These charges all include fees for the replacement of the book, any necessary value-added components such as plastic coverings for books, and the cost of restocking the item.

Adopted by the Emmetsburg Public Library Board of Trustees: January 2006

Reviewed and amended: December 2012, January 2016, December 2017, February 2021, July 2024

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