

Circulation

Fees

Copies: Ten cents (\$.10) per page of black and white copies, Fifteen cents (\$.15) for a two-page black and white copy, and Forty cents (\$.40) per page for a color copy. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/Transmission: One dollar (\$1.00) for the page and fifty cents (\$.50) for each additional page. Faxes are sent only within the continental United States.

Fax/Receipt: One dollar (\$1.00) for the first page and fifty cents (\$.50) for each additional page. The Sherrard Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the Library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Fines

The Sherrard Public Library District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Sherrard Public Library District.

Overdue Materials

Books: Ten cents (\$.10) per day, not to exceed the cost of the item.

Audio-Books: Ten cents (\$.10) per day, not to exceed the cost of the item.

Audio-Visual: Fifty cents (\$.50) per day, not to exceed the cost of the item.

CDs or CD-ROMS: Fifty cents (\$.50) per day, not to exceed the cost of the item.

Patrons with responsibility for materials in any format which is more than two years overdue are also responsible for any and all collection and/or court costs incurred by the Library in its efforts to secure the return of the material.

Length of Loans

The Sherrard Public Library District circulates materials in a variety of formats, including books, magazines, books on cassette, CDs and DVDs. The following terms of loan are applicable as indicated:

Material	Length of Loan	Renewals
Books	Three weeks	One

Books on Cassette	Three weeks	One
Magazines	One week	One
DVDs, CDs, or VHS	One week	One
Reference	Not Available	

Lost or Damaged Materials

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses and library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found.
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
4. Bindery repair No charge
5. Minor repair (in-house) No charge

Interlibrary Loan

When patrons want material that is not available within the Sherrard Public Library District, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Sherrard Public Library District. The Library is happy to borrow materials from other libraries for patrons, but the Library asks that patrons respect the date by which those materials must be returned to their home libraries. When the Sherrard Public Library District is lax in returning materials borrowed through interlibrary loans, the Library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in the individual loss of the privilege in order to preserve the privilege for other library patrons.

Reserves

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Sherrard Public Library District. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will

be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

— adopted July, 2009