

# **Ruthven Public Library Operations Policy-Loan Periods**

## ***Philosophy***

The Ruthven Public Library shall make available a collection of materials to be loaned out to the public for defined periods of time. If the item is not returned by the due date, then it shall be considered overdue.

## ***Loan Periods***

The following materials shall have a due date subsequent to the time of charge:

All video (DVD) discs.

The following materials shall have a two-week due date subsequent to the time of charge:

All periodicals.

The following materials shall have a due date four weeks subsequent to the time of charge:

All adult books shelved in the “New Materials” area including Paperbacks, Large Print, Juvenile Fiction, Young Adult, Christian Fiction, General Fiction, Non-Fiction, all Children’s materials and all spoken word sound recordings.

## ***Loan Restrictions***

All spoken word sound recordings and DVD discs marked as “DO NOT RETURN IN BOOK DROP” must be returned to the circulation desk.

The following materials shall be considered as “non-circulating” and shall not be taken from the library:

All materials shelved in the “Reference” section, Microforms (microfilm and microfiche), Newspapers, Yearbooks, and the Professional Collection (including Big Books, Library Science Reference materials and all equipment).

## ***Overdue Materials Notification***

Patrons shall be notified of overdue materials in the following manner:

1 day to 1 week overdue shall be the grace period for all materials.

Between these times, the library staff shall notify the patron.

After 3 weeks overdue, the library staff shall send notice by first class mail of seriously overdue material(s).

After 5 weeks overdue, the library staff shall send a notice of overdue materials by restricted certified mail citing state law that states: “The fact that a person fails to return library materials for two month or more after the date the person agreed to return the library materials...is evidence of intent to deprive the owner, provided a reasonable

attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.” The notice shall also state the offending party must return the items within one week of receipt of the letter before charges are filed.

After 2 months overdue, the library staff shall forward the names of individuals, the titles of the materials checked out, and the documentation of contact attempts including the certified mail return receipt to the appropriate law enforcement agency.

### ***Overdue Restrictions***

The following restrictions shall be placed on patrons with overdue materials:

Patrons with materials of 2 weeks overdue or more may not charge additional materials until those overdue have been returned or renewed.

### ***Overdue Fines***

The library shall not charge overdue fines.

### ***Lost Materials***

In the event a patron loses materials borrowed from the library, they shall be expected to reimburse the library for the replacement value of the item lost. The library director shall determine the replacement value of lost materials. Any special arrangements for the replacement of lost library materials must be made with the library director assenting to the arrangement.

### ***Renewal of Materials***

Materials may have their due date renewed the same amount of time as their original charge to be added from the date of renewal.

All materials may have two renewal periods.

Materials may not be renewed if another patron has placed a hold on the item.

Materials that are one month or more past their due date shall not be renewed.

### ***Circulation Limits***

Patrons are not limited, within reason, to the number of materials they may have charged at one time. However, the library director or on-duty library employee may, at his or her discretion, limit the number of material a patron charges.

New patrons should expect to have their first transaction limited in number of items charged, and should not expect to charge several materials at once until they have completed at least one transaction by returning their materials in a timely fashion and in undamaged condition.

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