

**Circulation Policy**

*Approved by the Board 1/22/08*

*Revised 1/15/08*

*Revised 11/27/23*

<b>Item</b>	<b>Lending Period</b>	<b>Overdue Fine</b>
Books	3 weeks	none
New Books	2 weeks	none
New Magazines	1 week	none
DVDs	1 week	none
Rokus, WiFi Hotspots, Library of Things	1 week/2 week/varies	\$7/day

Patrons whose fines exceed \$15.00 will be blocked from borrowing privileges until items are returned or arrangements are made.

**Overdue/Fines/Lost Policy**

*Approved by the Board 11/25/2013*

*Revised 11/27/23*

*Fines*

The Saxton B. Little Free Library is no longer charging overdue fines on most library items. Overdue fines will accrue on items in our Saxton’s Stuff Library of Things collection, Rokus, and Hotspots at the rate of \$7.00 per day. These fines will be capped at \$21.00.

*Renewals*

Patrons are asked to request renewals for items before the due date. Items may be renewed in person, by telephone or e-mail, by the patron or library staff. Items with holds placed on them may not be renewed.

*Overdue Items/Invoicing*

Patrons and parents/guardians of patrons are responsible for any and all materials used in or borrowed from the Library. This includes lost, stolen, unreturned, or damaged items. It is the patron’s responsibility to keep track of the items in their possession, renew outstanding items prior to their due date, and to notify the Library as soon as possible should an accident occur.

Items not renewed or returned past their scheduled due date are subject to replacement costs.

The following procedures are followed by the Saxton B. Little Library for overdue books:

- If an item is over 30 days overdue, the patron will receive a phone call or email reminding them of the item and requesting that the item be returned.
- If an item is 60 days overdue, the item will be marked as LOST, and the patron will be mailed an invoice for the current replacement costs of the item.
- If the item is returned in good condition before a replacement copy of the item has been ordered by SBL Staff, the patron may return the item and have the replacement cost waived.

#### *Damaged Items*

Items returned to the Library in an unusable condition will be marked as damaged. The patron will be charged a replacement fee for the item. The replacement cost will be placed on the patron's account and the patron will be notified in writing, unless payment is made immediately upon communication of a damaged item.

#### *Borrowing Privileges*

Patrons whose fines exceed \$15.00 will be blocked from borrowing privileges until items are returned or arrangements are made.