POLICY TITLE: CIRCULATION OF LIBRARY MATERIALS

This policy strives to find a balance between providing quality circulation services to library customers and meeting standards of accountability in circulation transactions.

CHECKOUT AND RENEWAL
Library materials may be checked out for three weeks, with two three-week renewal periods. Items which have holds outstanding may not be renewed. It shall be at the Library Director’s discretion to set checkout periods when special circumstances or collections warrant such action in order to provide quality services. A library customer’s record is blocked from checkout if total charges exceed $10.00.

CIRCULATION LIMITS
The number of items checked out on a customer’s card may not exceed 150. It shall be at the Library Director’s discretion to set limits when special circumstances or collections warrant such action in order to provide quality services.

NOTICES
As a courtesy Lincoln City Libraries attempts to pre-notify customers regarding the due date of materials. If materials go to an overdue status, as a courtesy Lincoln City Libraries attempts to notify customers at 2 days, 7 days, and 21 days of overdue status. Records of individuals who have $50.00 or more in charges (actual or default cost of lost items, including fees, fines, etc.) on their borrowing records may be turned over for collection action.

WAIVING CHARGES
Charges on customer records that have accrued due to unusual circumstances may be waived by the Library Director or designee based on the following guidelines:

- Error on the library’s part.
- Natural or climatological conditions or disasters which impede a customer from accessing the library to return materials by the due date.
- Family tragedy, including death or other such traumatic circumstance.
- One time waiver for up to $200 for cardholders under seventeen years of age or adult cardholders with charges accumulated when under seventeen years of age.
- Library Director’s discretion due to exceptional circumstances, including stolen cards when a Police report has been filed.

If the requested waiver is for $50.00 or more, regardless of the circumstance, a Waiver of Charges Request form is required.

ADOPTED BY LIBRARY BOARD: May 20, 2008
REVIEWED BY LAW DEPARTMENT: May 20, 2009; August 13, 2013
REVISED BY LIBRARY BOARD: August 20, 2013