

Circulation Policy

Board of Trustees

I. Basic Borrower Rules

- A. Borrowers must have a valid library card or verifiable identification in their possession to check out Library materials.*
- B. A fine will be charged on each item loaned which is not returned according to these rules.
- C. All injuries to materials beyond reasonable wear and all losses will be made good to the satisfaction of the librarian. To prevent damage, non-print materials must not be returned in the book drop.
- D. Borrowers will be held responsible for all materials checked out to their Library cards and for all fines accruing on the same. Patrons are urged not to lend their cards.
- E. Patrons may reserve circulating Library materials.
- F. Patrons with a valid and non-delinquent card may check out unlimited print materials. At any given time, patrons may have checked out to their accounts ten (10) of each audiovisual format (CDs and DVDs).

II. Loan Period

- A. Most books and other materials will be loaned for a period of three weeks. Due dates will not be set for days the Library is closed.
- B. If materials are not on hold or in heavy demand, they may be renewed for a period of seven days.
- C. Audio visual equipment and other special classes of material will be checked out and renewed for varying periods of time as determined by Library procedures.
- D. The loan period for interlibrary loan materials will be determined by the lending library and will vary from system to system.

III. Fines and Fees

- A. Fines of 10¢ per day will be charged for overdue children's, young adult, and adult materials. Fines of \$1.00 per day will be charged for overdue interlibrary loans and equipment. Fines will be assessed on days the Library is closed.
 1. There will be a two-day "grace period" on all material loaned except for interlibrary loans and equipment. Fines will not be charged on material returned during this period. However, material returned after the grace period will accrue overdue fines from the original date due.
 2. Materials returned in the outdoor book drop after the library is closed, as well as those materials returned within one hour of library closing, will be credited to the patron's account on the following business day.
- B. Fines will stop at \$4.00 for each overdue item carrying a 10¢ per day fine, and \$40.00 or half of the purchase price, whichever is less, for each item carrying a \$1.00 per day fine. There is no fine limit on interlibrary loan materials. In no case will the overdue fine for materials owned by the Weber County Library exceed the current cost and replacement fee for an item. The overdue fine for interlibrary loan materials may exceed the cost of the item, and this fee PLUS the replacement fee, will be charged for all lost interlibrary loan materials.

- C. Patrons will be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a minimum fee of \$5.00 to cover reordering and processing costs. The minimum fee for a lost interlibrary loan item will be \$50.00 or the price of the item, whichever is greater, and any overdue fines which have accumulated between the due date and the date the item is reported lost.
- D. Patrons will be assessed a replacement fee for materials that are part of a set based on the current retail price of the individual item, and a minimum reordering and processing fee of \$15.00 for materials that are part of a set costing \$250 or less, or \$20.00 for materials that are part of a set costing more than \$250.
- E. Replacement cost of rare and valuable material will be determined on an individual basis by the Library Director.
- F. A minimum fee of \$20.00 will be assessed for all returned checks.
- G. A minimum processing fee of \$30.00 per account will be assessed on all accounts turned over to a collection agency.
- H. Delinquent patrons will not be allowed to check out additional materials until all charges are paid in full and all items are returned. Patrons are delinquent if any of the following conditions apply:
 1. They have fines on materials returned late in excess of specified amount or time.
 2. They have more than a specific number of items overdue.
 3. They have been billed for overdue materials in excess of a set dollar amount.
 4. The preceding thresholds will be established periodically by the Library Director and will be the same for all Library patrons.
- I. Patrons who fail to return library materials and disregard damaged item notices, overdue notices, and bills may be referred to a collection agency. (See Utah Code Annotated, 63G-2-201(3)(b) and (6)(a). Delinquent accounts may also be collected pursuant to provisions detailed in Utah's library theft law (See Utah Code Annotated, 76-6-801 to 805). Accounts are considered to be cleared only after all materials have been returned and all outstanding fines and fees have been paid.

IV. Damaged Items

- A. Borrowers are responsible to inspect materials for damage prior to check out. If damage is present, the patron must notify circulation staff prior to check out.
- B. Charges for materials returned damaged will be based upon periodically established rates as determined by Library Director.
- C. Damaged items will be held for 45 days after the patron's account has been charged and the patron has been notified by phone and/or mail. After that, the items will be repaired and put back into circulation, or discarded.

V. Library Cards

- A. Residents of Weber, Davis, Morgan, and Summit Counties, residents of Brigham City (excluding other Box Elder County residents), and residents of Logan City (excluding other Cache County residents), Weber County property tax payers, organizations based in Weber County, and active military personnel stationed in Northern Utah may apply for a free library card at the Main Library or one of its branch libraries. Two forms of identification proving current residence are required at the time of application.
- B. Parents or guardians will be responsible for all materials checked out by immediate members of the

family who are not yet 18 years of age. An application with the signature of a parent or legal guardian must be on file before a card will be issued to a person under the age of 18.

- C. Nonresidents may apply for a Library card by paying an annual nonresident fee. This fee will be established by the Library Director January 1st of each year and will be based upon the current cost per capita assessed in Weber County to operate the Library system.
- D. Patrons will give immediate notice by phone, followed within seven days by written confirmation, of loss or theft of Library cards or changes of addresses. Patrons will surrender their cards upon moving from the Weber County service area. Until written notice is received by the Library, patrons will be held responsible for any materials checked out on lost Library cards.
- E. A charge of \$1.00 will be made for a replacement Library card.

VI. Reservations

Reserved materials will be held for seven days after the patron has been notified by phone, or after a hold notice has been sent by mail. Reservations will be filled in the same order they are listed in the hold queue.

VII. Policy Updates

Periodic updates to this policy may be made by the Board of Trustees as needed. A review of the policy will take place no less than once every two years. By signing for a Library card, patrons accept the terms of the current circulation policy as well as any subsequent updates. Patrons may request a copy of the current circulation policy at any time.

* Note: the term "materials" as used throughout this policy includes any library items that are loaned to a Library patron including, but not limited to, books, non-print items, and equipment.

Revised: 8/26/87, 10/17/90, 10/16/91, 9/29/93, 4/16/96, 11/03/97, 04/19/99, 12/09/03, 02/16/10