

Collection Use Policy

Fee Schedule

<u>General Collections</u>	Loan Period	Renewal	Check Out Limits	Fines per Item per Day After Grace Period	Minimum Replacement Cost*
Audiobooks	3 weeks	2	none	\$0.10	\$10/disc
DVDs	1 week	2	20	\$0.10	\$20.00
Fiction Books	3 weeks	2	none	\$0.10	\$25.00
Magazines	2 weeks	no	none	\$0.10	\$5.00
Mass Market Paperback Books	3 weeks	2	none	\$0.10	\$10.00
Music CDs	3 weeks	2	none	\$0.10	\$20/disc
New Adult Fiction Books	2 weeks	1	none	\$0.10	\$25.00
New Adult Nonfiction Books	3 weeks	1	none	\$0.10	\$25.00
Nonfiction Books	3 weeks	2	none	\$0.10	\$25.00
<u>Library of Things</u>					
Art Prints	2 months	no	2	\$1.00	\$250.00
Telescopes	2 weeks	no	1	\$5.00	\$395.00
Kill-a-Watt Meter	2 weeks	no	1	\$0.25	\$40.00
Cake Pans	2 weeks	2	2	\$1.00	\$15.00
Cameras	2 weeks	2	1	\$1.00	\$100.00
Ukuleles	2 weeks	1	2	\$5.00	\$295.00
Digital Microscope	2 weeks	1	1	\$5.00	\$295.00

*Costs for replacement are estimates and depend on current market value.

Guidelines

1. Current magazines, reference books, maps, microfilm, microfiche, computer software, reference documents and newspapers DO NOT circulate.
2. Any patron who borrows materials from the Peter White Public Library is responsible for returning the items on time and in the same condition in which they were checked out. PWPL offers a three (3) day grace period for returning adult materials without incurring a fine.
3. Any patron who reports PWPL materials lost or fails to return materials will be required to pay the replacement cost and processing fees for the materials.
4. The Peter White Public Library is not responsible for damage to personal equipment caused by the use of Peter White Public Library materials. The Peter White Public Library is not responsible for damage to personal audio visual materials caused by the use of Peter White Public Library equipment.

5. The Peter White Public Library is not responsible for an injury, loss, or damage that may occur from using library items.
6. Renewals of library materials may be made in person, online, or by telephone.
7. No renewals will be allowed on any item that has been placed on reserve (hold) by another patron.
8. Borrowers of Library of Things items must be at least 18 years of age, have a valid PWPL library card with no outstanding fines or fees of over \$25.00, and must sign a copy of the Library of Things Lending Agreement.
9. Any patron who returns PWPL materials that are damaged so as to be judged by the library staff as being unsuitable for return to the collection will be required to pay replacement cost for the materials.
10. Replacement fees for all library items will be set by the PWPL staff. List price of the item will be used when the item is still available. If the item is unavailable or the replacement price cannot be determined, current appraisal cost will be used.
11. The Peter White Public Library will not accept replacement items or comparable replacement items, unless the exchange is approved by the Collection Development Librarian, Youth Services Librarian, or Library Director.
12. If a patron has lost a PWPL item and paid the replacement fee, but later finds the item and returns it within 6 months of paying for the item, a refund of the replacement fee will be issued by the Peter White Public Library.
13. The Peter White Public Library has contracted with a collection agency to assist in recovering non-returned library materials and unpaid fines. All unresolved accounts over \$30.00 will be turned over to Unique Management Services, Inc. and an additional charge of \$10.00 will be added to the balance.

Claims Returned

1. Any patron who has received an overdue notice and is claiming that he/she has returned the material(s) will be required to complete a Claims Returned Form.
 - a. This form must be fully completed and returned to one of the PWPL circulation desks no later than one (1) month after the first overdue notice received by the patron.
 - b. If the patron does not complete a Claims Returned Form within this time period, he/she will be responsible for replacement fees and overdue fines for the item.
2. Any patron claiming more than three (3) items as returned in less than two (2) years will be required to pay all replacement costs and overdue fines associated with the items claimed returned after the third claimed returned item.

Peter White Public Library Board of Trustees
Approved: May 18, 2021
Updated: