

# Circulation Policies

## Loan Policies

- Library materials are checked out for time periods ranging from one to 28 days, depending on the type of material. ([See Appendix.](#))
- Most materials may be renewed by phone, in person or on-line, if the materials have not been reserved by another customer.
- Materials classified as reference usually do not circulate. Exceptions may be made if, in the judgment of the librarian, it is necessary to take the material out of the Library. If an exception is made, the customer must list a phone number where he can be contacted during the day if the material must be re-called.
- Librarians may impose a two-item checkout limit for designated subject areas in high demand.

## Fines for Overdue Materials

- Fines are charged for overdue materials. ([See Appendix.](#))
- Customers are notified at specified intervals when their materials become overdue, when they are billed, and when they are sent to a collection agency for failing to respond to previous notices. ([See Appendix.](#))
- Staff collect fines in the amounts according to policy; however, staff members may use discretion in unusual situations.
- Unpaid fines and fees may result in a restriction of borrowing privileges. Customers will be advised when they have unpaid fines or an overdue item. Privileges will be suspended when a customer's account indicates that money owed and/or length of time items have been checked out exceed established parameters. ([See Appendix.](#))
- Customer records exceeding the established parameters in fines/replacement costs and materials overdue for specified periods of time will be given to a collection agency for recovery of materials/funds. ([See Appendix.](#))

## Charges for Lost or Damaged Materials

- When a library item is not returned, or returned damaged beyond use, the customer will be charged the replacement cost, if known. If the price of the item cannot be verified, a default price will be charged. ([See Appendix.](#))
- An additional charge is included in the cost of replacement materials to cover the expense of ordering, cataloging and processing. ([See Appendix.](#))
- If a lost item is subsequently located and returned to the library within one year, the customer will be refunded the total amount charged.
- In case of damage, the library will determine the extent of damage and the cost. In the event the material is damaged beyond use, the price of the items or the default price will be charged. If the replacement cost has been paid, the customer will be allowed to keep the damaged item. A notation will be added to the customer's record. ([See Appendix.](#))
- In the case of Interlibrary Loan materials, there will be a charge for lost or unreturned items. Fees are assessed by the loaning institution. ([See Appendix, Chapter 2](#))
- Repeated abuse of library property such as removing library labels or damaging media cases may result in additional fines or suspension of library privileges.

## Non-Print Materials

- Library films are copyrighted for HOME USE ONLY. Other uses may be in violation of copyright laws.
- The library is not responsible for edited or altered software or for damage to a personal computer or other media equipment as a result of using the library's materials.

## **Tulsa City-County Library Policies**

### **Theft or Destruction of Materials**

State law makes theft or destruction of library materials a crime (State Law 21 O.S. Sec. 1739). Any person shall be guilty, upon conviction, of library theft who willfully:

- Removes or attempts to remove any library materials from the premises of a library facility without authority; or
- Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
- Fails to return any library materials which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials. Conviction of library theft is a misdemeanor and under the law punishment could be restitution and/or a fine of up to \$10,000 depending upon the value of the property at issue.