

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 no requests are on file.
- 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 normally 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 attempt to collect fines in the amounts according to policy; however, staff members are urged to 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 item is currently overdue. Customers' privileges will be blocked when their accounts reach certain levels: money owed, length of time items have been checked out, and other criteria. [See Appendix.](#)
- Customer records exceeding certain amounts 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 will be added to the cost of library materials to cover the expense of ordering, cataloging and processing. [See Appendix.](#)
- A receipt will be given to the customer for payment of lost or damaged materials. If the item is subsequently located and returned to the library within one year, the customer will be refunded the total amount charged upon presentation of the receipt.
- In case of damage, the library will determine the extent of damage and the cost; no charge will be made for minor damage. In the event the material is damaged beyond use, the price of the items or the default price will be charged. (If replacement cost has been paid, the user will be allowed to keep the damaged item.) If the cover of a book is damaged, a rebinding charge will be made. [See Appendix.](#)
- In the case of Interlibrary Loan materials, there will be a charge for lost or unreturned items. Generally, fees are assessed by the loaning institution.

Non-Print Materials

- **Videos and DVDs**
 - 1) The videos and DVDs in this collection are copyrighted for HOME USE ONLY. Other uses may be in violation of copyright laws.
 - 2) Library videos and DVDs may not be shown when any charge for viewing is involved.
- **CD-ROMs**

The library is not responsible for edited or altered software or for damage to personal computer equipment as a result of running this software.

Theft or Destruction of Materials

State law makes theft or destruction of library materials a crime. Any person shall be guilty, upon conviction, of library theft who willfully:

1. Removes or attempts to remove any library materials from the premises of a library facility without authority; or
 2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
 3. 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.
- Punishment for conviction of library theft shall be restitution and/or a fine of up to \$10,000. Theft or destruction of materials is covered by State Law 21 O.S. Sec. 1739.