

CHAPTER 5: Circulation Policies

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Circulation Policies

Loan Policies

- Most library materials may be checked out for 14 days. (See Appendix.)
- TCCL owned circulating materials may be renewed up to one year
- Materials on loan from other institutions are subject to the loaning institutions policies.
- The library retains the right to recall materials.
- Materials classified as reference usually do not circulate. Exceptions may be made in special situations.

Fines for Overdue Materials

- Fines are charged for overdue adult circulating materials. (See Appendix.)
- Customers will not be fined for most juvenile, tween or young adult materials. (See Appendix.) This does not apply to replacement costs for lost, long overdue, or damaged materials. Exceptions may be made for special collections. (See Appendix)
- Customers are notified at specified intervals when their materials become overdue or when fees accrue. (See Appendix.)
- Staff members may use discretion in unusual situations.
- Unpaid fines and fees may result in a restriction of borrowing privileges. (See Appendix.)
- Customers failing to respond may be referred to a recovery agency. (See Appendix.)

Charges for Lost or Damaged Materials

- When a library item is not returned, or returned damaged, the customer will be charged the default replacement cost. The Customer will be charged an additional fee if the actual price exceeds the default fee. (See Appendix.)
- If a lost item is subsequently located and returned to the library within three months, the customer will be refunded the total amount charged.
- When 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 resource sharing 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.

Media Materials

- Library media are copyrighted for HOME USE ONLY. Other uses may be in violation of copyright laws.
- The library is not responsible for damage to customer equipment as a result of using the library's materials.

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.