



## Circulation Policies

### Material Amounts

The Mattoon Public Library wishes to promote active life-long learning and is a strong proponent of reading for leisure and enjoyment. We encourage users to use our materials and to become more informed citizens, able learners, and lovers of books. We also want to ensure that materials are available for everyone to use on a timely basis. To that end, we have established the following limits on circulation of our materials.

Adults may have 25 books, audio books, or magazines checked out to their card at a time. The 25 items limit applies to the items in aggregate.

Children and teenagers under the age of 17 may have 15 items checked out to their card at a time. Certain books in the Children's and Teen's section of the library may have limitations placed on them during the course of the school year, so that everyone has an equal chance to obtain books needed for coursework. These limitations will be left to the discretion of library staff.

Cardholders may only check out 3 DVDs and 1 video game at a time.

### Fees and Fines

The Mattoon Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Mattoon Public Library.

#### Check out times, fines, and fees

	New Items			Older Items		
	Check Out Period	Renewals	Fee (per day)	Check Out Period	Renewals	Fee (per day)
Audio Books	2 weeks	No	\$1.00	2 weeks	4	\$.50
Books	2 weeks	No	\$.50	2 weeks	4	\$.25
DVDs	2 weeks	No	\$3.00	2 weeks	No	\$1.00
TV on DVD	2 weeks	No	\$5.00	2 weeks	1	\$2.00

Magazines				2 weeks	4	\$ .10
Music CDs	2 weeks	No	\$1.00	2 weeks	4	\$.25
Newspapers				2 weeks	No	\$.10
Playaways	2 weeks	No	\$1.00	2 weeks	4	\$.50
Video Games	2 weeks	No	\$3.00	2 weeks	No	\$1.00

Fines will not exceed the cover price of materials plus a processing fee of \$5

***New items will stay new for 3-6 months depending on demand on item***

Patrons will be notified by email to remind them about overdue materials once a notice is generated by the circulation system. After a 3<sup>rd</sup> and final notice of overdue materials, items are placed in “lost” status. Twice a year patrons with fees or “lost” items over \$15 will receive a notice in the mail and a fee for the postage will be added to the patron’s fine.

Patrons will be given 30 days to contact the library about their outstanding library fee. After this 30 days accounts will be referred to a collection agency in accordance with Illinois Compiled Statutes at 720 ILCS 5/16B, which relate to the protection of library materials.

Any patron with an outstanding account balance of \$30 or more will automatically be sent to collections each month.

In the case of minor children under the age of 17, it is the parent’s/guardian’s responsibility to pay for lost or damaged items. Therefore, the child/children and parent/guardian together lose library privileges when their library account/accounts become blocked for overdue, lost, or damaged materials.

Patrons are also responsible for any and all collection and/or court costs incurred by the library in its’ efforts to secure the return of library material.

**Fees:**

**Copies:** 15 cents per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

**Computer printouts:** 15 cents per page for black and white, and 50 cents per page for a color printout. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics. Patrons will **not** be charged for printouts that result from a staff member answering their reference question.

## **Interlibrary loan**

When patrons want material that is not available within the Mattoon Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Mattoon Public Library. Fines may be different than the fines established by the Mattoon Public Library, as well.

Patrons may ask a staff member to perform the interlibrary loan for them, especially if the material will have to be obtained from outside the SHARE and Illinois Heartland Library System. Patrons can also initiate the interlibrary loan process themselves by placing holds at an available OPAC (Online Public Access Catalog) or by visiting the catalog through our webpage.

Patrons will be notified by phone and email if their interlibrary loan materials are ready for pick-up. All due care will be taken to preserve the privacy of the patron when calling for pick-up. The title of the book received will not be given to anyone in the household, other than the patron. If the circulation assistant reaches an answering machine, the title of the book will not be left in the message. If the patron does not have a phone, they will be notified by mail.

## **Length of Loans**

The Mattoon Public Library circulates materials in a variety of formats including books, magazines, audio books, and current technology. Every lendable item in the library will circulate for 2 weeks with the exception of the computers.

Many items can be renewed as long as no one else is waiting for the item. Patrons can renew in person, by phone, or on our webpage.