

Approved October 2023

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 patrons to use our materials and to become more informed citizens, able learners, and lovers of books. We also want to ensure our materials are available for everyone to use on a timely basis. We have established the following limits on circulation of our materials.

Library cardholders may have 25 books, audio books, or magazines checked out to their card at a time. In addition, cardholders may check out 3 DVDs and 2 video games at a time.

Fees

MPL is fine free as of June 2020. Patrons with outstanding materials will be required to return items before they can proceed with checking out more materials.

Lost and/or Damaged Materials

Materials borrowed are the responsibility of the library patron. Replacement cost is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair.
2. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by lending library.

Staff has discretion to reduce amounts for MPL owned materials.