LTPL Policy 2.5 | 6-2023 | Revised 2-2026

Circulation, Borrowing, & Fine-Free Overdue Materials Policy

Circulation

A patron may have a total of 50 (fifty) items checked out at one time. Patrons are responsible for returning materials on time. The library reserves the right to limit the number of items circulated to one person and the length of the loan period.
The Library reserves the right to limit materials supporting school curricula or high-demand topics as needed to ensure the greatest number of users have equitable access to information, particularly during periods of increased demand (e.g., holiday, etc.).

Fine Free Purpose

The Library is committed to equitable access to materials and services. To reduce barriers to use and encourage the return of materials, the Library has eliminated daily overdue fines. This change supports continued patron engagement while maintaining accountability for borrowed items.
While overdue fines have been eliminated, applicable fees remain in effect. Fees include charges for services such as copying, faxing, scanning, and printing, as well as material replacement costs, which reflect the cost of replacing the item or a current equivalent.

Overdue Fines

- The Library does not charge daily fines for overdue materials on all collection materials.
- Materials borrowed through MeL are subject to fines because they belong to lending libraries outside our system.
- Patrons are still responsible for returning materials on time and in good condition otherwise they will be charged for replacement and processing costs of items that are lost, damaged, or not returned.

Other Fees

- Certain materials (Library of Things, Mobile Hot Spots, and LaunchPads) may not be returned in the book drops. Items placed in the drop box that are not approved for drop return will be assessed for a $5.00 fee per item.
- Items that are damaged or replacement items will be assessed with a $5.00 processing fee intended to offset the administrative costs associated with replacement and processing of the materials.

Renewals

- Eligible items (see below) will be **automatically renewed** up to one time, provided:
    - The item is renewable, and
    - There are no holds on the item.
- Interlibrary Loan (ILL/MeLCat) items are **not eligible** for automatic renewal and must be renewed through MeLCat when allowed.

Material	Check Out Period	# of Renewals

Books		
Fiction/Non-fiction: Children's, Teens, Adult, Special Collections	3 weeks	1 automatic renewal
New Items: Books, CDs Audiobooks, DVDs	2 weeks	1 automatic renewal
Reference	0 days	0 renewals
Magazines		
Current Issue	3 weeks	1 automatic renewal
All Back Issues	3 weeks	1 automatic renewal
Newspapers		
Current Issue	0 days	0 renewals
All Back Issues	3 weeks	1 automatic renewal
Other Media		
CDs	3 weeks	1 automatic renewal
DVDs	3 weeks	1 automatic renewal
Audiobooks	3 weeks	1 automatic renewal
Kids Collection: STREAM Kits, Launchpads, YOTOs, Tonie Boxes, Whazoodles, Board games	2 weeks	1 automatic renewal
Library of Things	2 weeks	0 renewals
Mobile Hotspots	2 weeks	0 renewals
Book Discussion Kit	6 weeks	1 automatic renewal
Laptop Computers	2-hour sessions (in library use only)	

Overdue and Billing Process

Courtesy Renewals & Notifications

- Automatic renewal based on material (email or text only, if enabled).
- Notification of non-renewal and recall (due date) notice sent **2 days before the due date** (email or text only, if enabled).

Overdue Notices

- 1st overdue notice: **7 days** after due date (email or text)
- 2nd overdue notice with block: **14 days** after due date (email or text)

Billing & Account Blocking

- Items that are **14 days overdue** are blocked and assumed lost and replacement costs are charged, plus a $5.00 processing fee.
- Accounts are blocked if fees are $10 or more.
- Final notice is sent 28 days after item(s) marked lost.

Replacement Charges

- Replacement charges are billed for items that are lost, damaged, or not returned (after the 14 days)
- Replacement charges will be automatically removed if the item is returned in good condition, or replacements charges are paid.
- **Once a replacement charge is paid, refunds are not issued, even if the item is later returned.**

Account Blocking or Delinquent Patron

When an account is blocked:

- Account balances are over $10.00.
- Accounts with one or more items marked 14 days overdue are blocked.
- Patrons may not check out physical materials from the library or through MeLCat.
- Access to electronic collections and digital services are not available.
- A patron has abused or damaged library property including the building, any equipment, or collection materials.

If a patron's balance is $10 or more and billed items are not returned or paid for within 60 days of billing, the account may be referred to a private notification service. Accounts referred to the notification service may incur an additional service fee.

Restoring Account Access

To restore borrowing privileges, patrons may:

- Return overdue materials in good condition, which will automatically remove replacement charges
- Pay replacement costs for lost, damaged, incomplete, or non-returned items.
- A replacement copy may be accepted at the library's discretion, and a $5.00 processing fee will be added.

Claims Returned

Claims Returned can be applied to an item when the library system and the patron the item is checked out to are unable to agree on its current location. An item is designated as *Claims Returned* when a patron reports that materials have been returned, but the item has not been checked in by the library.

The item will remain on the patron's account during the review period and will be marked lost, 30 days from the date the item is marked claims returned. The library will make reasonable efforts to locate and recover the item. When the Library marks a Claims Returned item as Lost, a notice will be sent to the patron informing them of the change, plus the charge.

REPLACEMENT COST FOR LOST MATERIALS

Lost Materials

The borrower shall pay for replacing lost or missing material at replacement cost or the average price of similar material. Replacement cost will be considered list price. After payment for a replacement copy has been made to the library, it will not be refunded even if the missing material is found, since a replacement copy or facsimile will have been ordered. Should the missing material be found, it becomes the property of the borrower.

Damaged Material

The borrower shall pay for replacing material that is damaged beyond in-house repair. For material beyond repair, list price or the average cost for new material of that type will be assessed.

If a patron is charged for a lost or damaged item, Library management may, at their discretion, accept a replacement copy provided by the patron in lieu of payment for the item. It must be an exact copy of the lost/damaged item and in brand new condition.

Replacement costs shall be charged to patrons for lost or damaged auxiliary items (i.e. plastic cases, bags, power cords, et al).

ADOPTED 1-2019

Audiobooks on CD

In a multi-disc audiobook, the unavailability of a single disc due to damage or being lost can render the whole set unusable for future patrons. Due to the difficulty of obtaining replacement discs, if a single disc is lost or damaged, the library may charge up to the full replacement cost of the audiobook to a patron's account.