

DEER CREEK DISTRICT LIBRARY

P.O. BOX 347

205 E. FIRST STREET

DEER CREEK, IL 61733

Circulation – Fees and Fines

The Deer Creek District Library has established, in addition to the schedule for lost and damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Deer Creek District Library.

Overdue Materials

Books: 15 cents per day, not to exceed the cost of the item.

Audio Books: 15 cents per day, not to exceed the cost of the item.

DVD: \$1.00 per day, not to exceed the cost of the item.

Patrons with responsibility for material in any format which is more than 60 days overdue are also responsible for any and all collection and/or court cost incurred by the library in its efforts to secure the return of the material.

Fees

Copies: 15 cents on one side / 20 cents double sided per page. If enlargement or reduction is required by the patron, the per page applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Ten or fewer copies will be made free of charge for non-tax supported community groups doing community work such as Girl or Boy Scouts, 4-H, HCE, etc.

Fax/Transmission: \$1.00 per page. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including the cover sheet) is more than one page in length.

Fax/Receipt: \$1.00 per page including cover sheet. The Deer Creek District Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer Printouts: 15 cents per page with initial 2 pages free. This fee applies to all material printed by the library printers including, but not limited to, Internet downloads, personal work, and graphics.

Circulation – Interlibrary Loan

When patrons want material that is not available within the Deer Creek District 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 Deer Creek District Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Deer Creek District Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons. Items not picked up within 1 week of notification will be returned to their home library.

Circulation – Length of Loans

The Deer Creek District Library circulates materials in a variety of formats including books, audio books, CDs, and DVDs. The following terms of loan are applicable as indicated and according to the library director's discretion:

	Length of Loan	# Allowed
Books	3 Weeks	5 adult; 4 children per card
Audio Books	3 Weeks	5
Music CDs	1 Week	2
DVDs	Overnight, unless it's Fri. then keep until Mon.	Limit: 2
Reference	Some historical reference use in-house only	

Circulation – Lost and/or Damaged Materials

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and lose 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 and for which a current price can be found.
2. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
3. Processing Fee for replacement materials is \$5.00.

Circulation – Reserves

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Deer Creek District Library. New materials with a waiting list will not be renewable after the initial 3 week loan and will be given to the next patron on the list. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.