



*Inspiring a Vibrant Community*

## Materials Borrowing Policy

**PURPOSE:** : The Materials Borrowing Policy sets forth the principles and general guidelines for borrowing materials through the Cottonwood Public Library in cooperation with other libraries in the Yavapai Library Network (YLN).

### BORROWING MATERIALS

#### Loan Periods and Renewals

- The standard loan period for most items is 3 weeks with up to 3 renewals if items are not on hold for other library users.
- Exceptions may include loan periods for new or popular items, special formats, equipment, digital downloads, streaming content, and materials obtained through resource sharing with other libraries or agencies.
- Items with no holds will be automatically renewed by the YLN up to three times.

#### Borrowing Limits

- Your Library card is valid at all YLN Locations. You must provide your library card to check out or renew items. It is important to notify us as soon as possible if your card is lost or stolen, since you are responsible for all items checked out on your card.
- Up to 75 items may be checked out on your card at any given time. DVDs are limited to 20 per card. Books with "Reference" labels are for use inside the library only and cannot be checked out.
- Items may be placed on hold if they are checked out or are located at another library. Holds may be placed through the online catalog or in person at the library. There is a maximum of 50 active holds allowed per card. When hold items are available for pick-up, you will be notified by your choice of email, phone, or text. Items will be held for 10 days.
- Items borrowed from the library are expected to be returned on time and intact.

## **Fines and Fees**

Effective July 1, 2021, the Cottonwood Public Library will not collect overdue fines for library materials. Some Yavapai County Network libraries have different loan periods and fine assessments. The fee schedule and due dates of the lending library supersede those of the Cottonwood Public Library.

## **Library Notices**

The Cottonwood Public Library provides notification services for held items, almost due items, overdue materials and other library account communication as needed. Notices are available via phone, email, and/or text messages. It is the responsibility of the card holder to keep account information current. Failure to receive phone, email and/or text notifications does not absolve the library card holder from any fines or fees accrued on their account.

## **Overdue Accounts**

After 30 days, any item(s) not returned will be declared lost. Patrons will be billed for the lost item(s) and all borrowing privileges will be suspended. Borrowing privileges will be reinstated upon return or renewal of overdue item(s) and /or when account fees are paid to bring account balance in good standing.

## **Damaged/Lost Materials**

If a patron returns an item that has been damaged beyond normal use or if a patron loses an item, a notice will be sent to the patron assessing fees and costs for the lost or damaged item (including a lost or damaged media case and all related materials). The fee for a lost or damaged item shall be equal to the cost of the item plus a non-refundable processing fee of \$5.00. There are certain terms under which a patron may purchase a replacement for a lost or damaged item but it is very important to first speak with library staff about the criteria that must be met. Damaged/Lost materials for other libraries can be paid with cash or check payable to the owning library.

## **Wi-Fi Hotspots**

If the Hotspot is not returned in good working condition, and free from damage, with all included parts and in the original packaging, the patron will be charged a \$100.00 replacement fee.

## **Returns with Missing Pieces**

Patrons who return library materials with any missing piece(s) will have their borrowing privileges suspended until the missing item(s) is returned. A courtesy call will be made to notify the patron. If the missing item(s) is not returned within 30 days, the patron will be charged for the replacement of the item or missing piece(s). When the missing piece(s) is returned or the cost for the item is paid, the patron's borrowing privileges will be reinstated.