

# ENGLEWOOD PUBLIC LIBRARY

## POLICIES

---

### LOAN PERIODS, FINES AND FEES

The Englewood Public Library maintains collections of books, audio visual materials and periodicals for use by the public. All circulation is restricted to patrons with a library borrower's card that is valid for use at the Englewood Public Library.

Item Type	Items Up to 12		Items More Than	
	Months Old	Renewal	12 Months Old	Renewal
Audiobook/Playaway	14	1	28	2
Book	14	1	28	2
CD/DVD/Blu Ray/Game/ Magazine	7	1	14	2
Kit	14	1	28	2
Preloaded Device	14	1	14	2

- A maximum of ten (10) regular DVDs/Blu Ray may be borrowed.
- BCCLS establishes a limit of fifty (50) items checked out at any one time.

# ENGLEWOOD PUBLIC LIBRARY

## POLICIES

---

### Fines and Fees – See Page 25 for Pilot Program

- Any item exceeding the loan period specified is subject to a fine as defined above.
- Fines are not assessed for days the library is closed.
- The replacement cost of a lost or damaged item is defined by the item's data record or the default price defined by the BCCLS system. Upon evaluation of individual cases, the Director may authorize the patron to replace the material in lieu of payment. An item is considered lost when it is overdue 60 days.
- A patron's borrowing privileges will be blocked when outstanding fines reach \$10.00.

### Renewals

Materials may be renewed according to the information in the table above.

### Materials on Loan from Other BCCLS Libraries

- The loan period for materials loaned from other libraries in BCCLS is established by the owning library, not the Englewood Public Library.
- Overdue fines for books owned by other libraries may be collected by the Englewood Public Library using the fine schedule of the owning library and vice versa.
- Patrons are responsible for resolving issues for lost or damaged items directly with the owning library, not the Englewood Public Library.

### Lending Restrictions

- From time to time it may be necessary for the library to limit loan periods or further limit the number of books or materials for checkout because they are in high demand, such as books for book discussion groups or materials needed for class assignments.
- Some items in high demand may be designated as "local request only" to make them more accessible to Englewood residents. The designation is applied at the discretion of staff and will be consistent with BCCLS policy.

Approved by Board of Trustees June 1, 2016

Updated December 11, 2017

Updated December 9, 2019