



## *City of Camarillo*

# ***LIBRARY BOARD OF TRUSTEES***

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Section: Library Board of Trustees

Date Adopted: December 8, 2010

Last Amended: January 8, 2020

Subject: **CIRCULATION POLICY**

Number: 13.03

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### PURPOSE

To establish a circulation policy for Camarillo Public Library.

### POLICY

#### A. LIBRARY CARDS

To borrow materials, each library patron must have a library account in good standing and present a valid library card or current identification.

#### B. LOAN PERIODS AND NUMBER OF RENEWALS ALLOWED

1. Books, sound recordings, and magazines check out for 21 days and can be renewed one time. provided no other patron has placed a hold on the item.
2. Up to 10 DVDs per library card can be checked out for seven (7) days and can be renewed one time, provided no other patron has placed a hold on the item.
3. A maximum of 30 total items at a time can be checked out to an account.
4. Electronic materials have varying loan periods based on the digital platform setting of the lending application.
5. Some new materials may have a shorter loan period of 14 days and may not be renewed. Some reference materials may circulate for seven (7) days at the discretion of the Librarian.
6. Renewals may not be available on certain designated items. Staff will alert the patron about any limitations of an item's ability to be renewed.

#### C. HOLDS

For convenience, patrons may request that an item be held for future checkout. There is no cost to place a hold on an item. When the item becomes available, the patron will be notified by phone, text message or email. The item will be held for up to seven (7) days. A maximum of ten (10) holds may be active at any given time.

Holds may not be placed on certain items, at the discretion of the Library Director.

#### D. INTERLIBRARY LOAN

If an item is not available to borrow from the library catalog, the item can be requested via Interlibrary Loan from another library system. The request is subject to the availability, policy, and discretion of the loaning system. If held, the item's loan period may vary and may not be renewable.

#### E. FINES

Fines are calculated based on the number of days that the library is open. No fines are charged for materials lost in natural disasters (fire, flood, death of patron) with an accompanying insurance, police or fire report. If a patron does not have proof that materials were lost in a natural disaster, the Library Director or designee will decide whether to assess or waive fines.

Overdue fines are \$.20 per item, per day, with a maximum of \$10.00 per item. Patrons owing \$5 or more will not be allowed to check out materials.

#### F. RECOVERING OVERDUE MATERIALS AND COLLECTING FINES

The library will send an overdue notice to a patron 14 days after an item is due. At 28 days after the item is due, the item is considered lost and a second notice and bill is sent to the patron requesting that the item be returned, and overdue fines paid.

If the overdue item is not returned upon receiving the above notices, patrons must pay the full replacement cost of the item, plus a processing fee of \$10. The full replacement cost of the item is based on the price at the time of purchase as recorded in the integrated library system.

The library uses a collection agency to recover overdue fines and lost materials once the total amount owed on the account reaches \$50.