

Circulation Policies

Materials will be circulated to registered borrowers in good standing according to the following guidelines.

Circulation Period

Print Materials

- Books circulate for a period of three weeks. If the item has not been requested by another patron, it may be renewed one time.
- Magazines circulate for a period of one week and cannot be renewed.

Audiovisual Materials

- DVDs circulate for a period of one week and cannot be renewed.
- Audiobooks circulate for three weeks. If the item has not been requested by another patron, it may be renewed one time.

Non-print Materials

- Storybags and Kits circulate for a period of three weeks and cannot be renewed.

Digital Materials

- eBooks and eAudio circulate for a period of three weeks. If an item has not been requested by another patron it may be renewed one time.
- eMagazines through Zinio may be downloaded and accessed indefinitely.

Quantity Loaned

New patrons are limited to two items on their first visit to the library. Exceptions may be made for special circumstances.

Print Materials

- The system does not impose a limit on book check outs.

Audiovisual Materials

- Adult patrons may check out up to 5 DVDs per card. Recommended limit of 10 DVD's per household/family. Patrons must be 18 or older to check out DVDs. (Amended March 26, 2019)
- The system does not impose a limit on Audiobook check outs.

Non-print Materials

- Patrons may check out one Storybag and one Kit per card.

Digital Materials

- Patrons may check out up to 5 eBooks per account.
- Patrons may check out up to 5 eAudiobooks per account.

Special Exceptions

When an entire class is studying a particular subject, or when the Summer Reading program involves limited themes, there may be additional limits placed on materials to allow service to all.

Holds and Requests

Patrons may place holds on items in the NC Cardinal system for free. The item will be delivered to the requested branch and kept behind the desk for a period of five days. Holds are filled on a first-come-first-serve basis. Patrons may place up to 20 holds at one time.

A requested item will be held no more than five days after notification of the patron before it is released to the next request or shelved for general use.

Holds for new items may only be placed within the local library where they are housed for a period of six months. Holds for leased books (McNaughton) may only be placed within the local library where they are housed. Leased books are not available for transfer between branches.

Lost and Damaged Materials

Lost or severely damaged materials will be charged at full replacement value. Should the price not be available, the charge will be \$15.00 for hardcover books, and \$5.00 for paperbacks. Damage that does not remove a book from circulation will not be charged. The library will also take accidents and natural disasters into consideration and will not charge patrons for materials lost in hurricanes or other disasters. There is no charge for trading post books.

Videos and audiobooks will be charged at full replacement value. The library does realize, however, that these have a finite life span and will take that into consideration in charging damages. All replacement charges for lost books are final and cannot be refunded. When a patron pays the replacement cost of an item, overdue fines for that item are waived.

Fines and Fees

The BHM Regional Library holds to the principle of free public library service and intends to keep use of fees for service at the minimum consistent with good management. The following guidelines reflect that philosophy.

Patrons may accrue up to \$5.00 in fines and still be considered in good standing. Once fines accrue above \$5.00, patrons must reduce the amount below \$5.00 to check out more materials. The fine can be

paid partially or in full as long as any fines remaining on the account total less than \$5.00. Uniform fines per item will be charged at all BHM locations.

Print Materials

- Fines for books, magazines, and audiobooks are ten (10) cents per day up to a maximum of \$5.00 per item.

Audiovisual Materials

- Fines for DVDs are fifty (50) cents per day up to a maximum of \$5.00 per item.
- Fines for audiobooks are ten (10) cents per day up to a maximum of \$5.00 per item.

Non-print Materials

- Kits, storybags, nursery boxes and other multi-item collections have fines of \$1.00 per day up to \$5.00 per collection.

Digital Materials

- Digital materials do not accrue fines.

Patrons owing over \$5.00 in fines or lost materials charges will not be allowed to check out additional materials until their record is reduced below \$5.00.

Test Preparation Books

Because of the very high loss rate which results from the circulation of test preparation books, such as those for the armed forces, post office, GED, and so forth, the BHM Library Board agreed that a \$20.00 deposit will be charged for the circulation of these books under the following guidelines. The deposit refers to circulating copies only. Reference books continue to be in-library use only.

- Only on test preparation books will a deposit be charged. Even though there are other books which are often not returned, we are not extending deposits to any other books or categories.
- The deposit is \$20 and must be charged to any patron checking out the book, even if it is your best and most reliable customer. The \$20 charge is a flat fee regardless of the actual purchase price of the book, and the patron should know that it does not cover the full cost of replacement and processing.
- The patron should be given the receipt form which is filled out and signed by the circulation clerk. This form follows this policy.
- The deposit is put in an envelope marked "deposit" with the date and the patron's name on it, and is placed with the locked money.
- The deposit will be returned to the patron when the book is returned in good condition, and is no more than ten days overdue. The patron should sign the envelope indicating that the deposit has been received back.

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Deposit Receipt for the Circulation of Test Preparation Books

The BHM Regional Library Board has approved a required \$20 deposit for the circulation of test preparation books. This type of book has had such a high loss rate that the deposit is necessary to insure that test preparation books are available for checkout. If you do not wish to pay this deposit, the book may be used in the library. There may be other copies in the reference collection also.

In making this deposit you are agreeing to the following conditions:

1. The book will be returned on time and in good condition. No worksheets will be worked in the book or removed from it.
2. If the book is returned late, but before the tenth day, overdue fines will be charged, but the deposit will be returned.
3. If the book is not returned by ten days past the due date, the deposit is forfeited and becomes the property of the library. No funds will be returned after that time.
4. If the book is not returned and it cost more than the \$20 deposit, the balance of the book's cost will still be due. If it costs less than the deposit, it is considered paid for. No full or partial refund is returned once the deposit has been forfeited, regardless of the cost of the book, its return or non-return.
5. Books must be returned to the desk and the deposit picked up in person. No deposits will be returned by mail or given to anyone other than the person checking out the book. If the deposit is not picked up within ten days of the due date it will become the property of the library.

Title of Book:

Date due:

Patron:

Librarian: _____ Date:

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