

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: CIRCULATION OF LIBRARY MATERIALS

This policy strives to find a balance between providing quality circulation services to library customers and meeting standards of accountability in circulation transactions.

CHECKOUT AND RENEWAL

Library materials may be checked out for three weeks, with one three-week renewal period. Items which have holds outstanding may not be renewed. It shall be at the Library Director's discretion to set check out periods when special circumstances or collections warrant such action in order to provide quality services.

CIRCULATION LIMITS

The number of items checked out on a customer's card may not exceed 150. It shall be at the Library Director's discretion to set limits when special circumstances or collections warrant such action in order to provide quality services.

OVERDUE NOTICES

As a courtesy Lincoln City Libraries attempts to notify customers regarding overdue materials. In addition Lincoln City Libraries attempts to notify customers of charges that total \$15.00 or more which result in loss of privileges.

If an item is not returned within 21 days after the due date, the price of the item is assessed on the customer's borrowing record.

Individuals seventeen years of age and older who have over \$50.00 in lost materials charges (actual or default cost of lost items, not including fees, fines, etc.) on their borrowing records may receive a letter from the City Law Department.

WAIVING CHARGES

Charges on customer records that have accrued due to unusual circumstances may be waived by the Library Director or designee based on the following guidelines:

- Error on the library's part.
- Natural or climatological conditions or disasters which impede a customer from accessing the library to return materials by the due date.
- Family tragedy, including death or other such traumatic circumstance.
- One time waiver for up to \$200 for cardholders under seventeen years of age or adult cardholders with charges accumulated when under seventeen years of age.

If the requested waiver is for \$50.00 or more, regardless of the circumstance, a Waiver of Charges Request form is required.

ADOPTED BY LIBRARY BOARD: May 20, 2008
REVISED: December 16, 2008
REVISED: May 19, 2009; EFFECTIVE JULY 1, 2009
LAST REVIEWED BY LAW DEPARTMENT: May 20, 2009
CORRECTION MADE SEPTEMBER 1, 2009, DUE TO
CHANGE IN FINE LIMIT