

# Circulation Policy

The Board of Trustees initiated this policy to ensure access for all library users to the materials of the Mount Pleasant Public Library.

## Reference Materials:

Reference materials may be used in the library. Only the director or children's librarian can allow someone to checkout reference materials.

## Printed Materials:

### Books

All books are checked out for a period of two weeks. They may be reserved, renewed and used for Outreach Services. Materials on reserve or new may not be renewed.

Fines are 10 cents a day per book with a maximum fine of \$3.00. There is a 6 day grace period.

### Magazines

Magazines are checked out for a period of two weeks. New issues cannot be checked out. Magazines can be renewed, reserved and used for Outreach Services.

Fines are 10 cents a day per magazine with a maximum fine of \$3.00. There is a 6 day grace period.

### Newspapers

Newspapers are checked out for a period of two weeks. New issues cannot be checked out. They cannot be renewed, reserved or used for Outreach Services.

Fines are 10 cents a day per newspaper with a maximum fine of \$3.00. There is a 6 day grace period.

### Pamphlets

Pamphlets are checked out for a period of two weeks. They can be renewed, reserved or used for Outreach Services.

Fines are 10 cents a day per pamphlet with a maximum fine of \$3.00. There is a 6 day grace period.

## Audio-Visual Materials

Cassettes, Kits, Audio Books, Music Tapes, and CDs

All of these types of materials may be checked out for a two

week period. They may be reserved, renewed and used for Outreach Services.

Fines are 10 cents a day per title with a maximum fine of \$3.00. There is a 6 day grace period.

#### Video Cassettes

Videocassettes may be checked out for 1 week. There are no reserves or renewals on videocassettes and they may not be used for Outreach Services.

Fines are \$1.00 a day per title with a maximum fine of \$5.00. There is no grace period.

#### DVDs

DVDs may be checked out for 1 week. There are no reserves or renewals on DVDs and they may not be used for Outreach Services.

Fines are \$1.00 a day per title with a maximum fine of \$5.00. There is no grace period.

## Terminology

***Renewal of material*** occurs when a patron has already checked the material out and needs it for a longer period. Materials may be renewed twice, as long as, the materials are not on reserve and have been in the collection for 3 months or longer. Renewals may be done over the phone.

***Outreach Services*** is for the patron who finds use of the library to be physically impossible. Materials are checked out for a month and delivered to the homebound, elderly, disabled etc.

***Grace Period*** is an extension of 6 working days past the due date before the patron is charged fines for overdue materials. Not all materials have a grace period and once the grace period is up the fine is retroactive to the due date.

***Reserves*** are requests to hold for patrons, materials that the library owns, but are not on the shelf. Patrons are called when materials come in and the materials are held for 3 working days after which they are given to the next person on the list or returned to the shelf.

***Teacher Loans*** allow teachers to check out school needed materials for one month. This applies only to books, kits, magazines and pamphlets. The grace period and fines follow the regular schedule. Teachers must inform the library that they need a teacher loan.

***Vacation Loans*** allow vacationing patrons to check materials out for one month. This applies only to books, kits, magazines and pamphlets. The grace period and fines follow the regular schedule. Patrons must inform the library that they need a vacation loan.

**Reviewed and Approved by the Mt. Pleasant Public Library's Board of Trustees  
June 9, 2009**