

DERMOTT O'TOOLE MEMORIAL LIBRARY: LENDING POLICY

- **All materials must be checked out properly:**

Patron's PIN number on the check-out card

Due Date on the check-out card

Due date on the due-date card in/on the book, DVD or periodical

Librarian will either complete the above or double-check for accuracy

- **All materials must be returned by their due date:**

Books: 1 month

DVDs: 1 week

Periodicals: 1 week

Overdue book records should be reviewed by the librarian at least every 1 – 3 months and overdue

DVDs and periodical records at least every 2 -4 weeks.

- **Patron must take responsible care of all borrowed items.** If an item is in good condition when checked out and not in acceptable condition when returned, the patron is responsible for replacement of the item. If the patron is a minor, parent must assume that responsibility.

- **If an item is not returned or is damaged by the patron,** the patron is responsible for the replacement cost of the item. If the patron is a minor, parent must assume that responsibility.

- **Limits of books or DVD's by patrons should be as follows:**

Per patron (PIN number):

Books: 15 Picture, 10 other

DVD's: 10

Exceptions may be made by the librarian upon his/her discretion. For example, the school teacher may exceed the limits to resource a study unit; a patron may exceed the limit for a specific purpose with explicit guidelines determined as to due date and care of items.

- **If a patron has reached his/her limit,** no more books or DVD's will be checked out to him/her/them.

- **If a patron has ten overdue items,** no more books or DVD's will be checked out until the overdue items are returned or a replacement is paid.

- **If a patron has not returned books or DVD's within the prescribed time, the librarian will do the following to facilitate its return:**

1. Send a postcard or letter listing overdue items and requesting its/their return.

2. If no response to number 1 within three weeks, send a second postcard or letter listing overdue items, requesting its/their return, listing the price of replacement and warning the patron that if the item is not returned in 30 days, the replacement fee will apply. Also, call the patron (if possible) to make sure the notices have been received and reinforce the information in the mailing.

3. After 30 days from the second notice, a bill will be sent to the patron for the replacement of overdue items with a two-week due date for payment.

4. If materials aren't returned or payment is not received within two weeks, patron will be notified that they will no longer be allowed to check out any items from the library until overdue items are returned or paid for.