

4. CIRCULATION POLICY

4.1 Purpose

The Wasatch County Library strives to provide excellent service to everyone regardless of age, sex, race, religion, political affiliation, lifestyle or condition. All materials are available for use by everyone. Parents who wish to limit their child's access to materials must monitor their child's use of the library themselves. The objective of the Circulation Policy is to provide guidance for balancing the library's mission of facilitating access to a collection of resources and the need to monitor and retrieve library materials so they are available for others.

4.2 Borrowing Library Materials

- The borrower must present a valid Wasatch County Library card or a picture ID.
- Current issues of magazines are not available for borrowing. Back issues of magazines, pamphlets, brochures, etc., are loaned for one week.
- Audiovisual equipment is loaned for one day. Requests to use the equipment more than one day may be considered on a case by case basis.
- Items currently checked out may be renewed twice (for the same borrowing period) as long as there are no pending reserves for that item. Renewals may be done in person, by phone, or online.

4.3 Renewals

- If a library item is checked out and there are no patrons waiting for it, the item may be renewed.
- Renewal periods shall be for the same amount of time as the original check out.
- The item may be renewed to the same patron twice after the initial loan period.
- As a convenience to borrowers, two days before an item is due, it will be automatically renewed if nobody is waiting for the item.
- Interlibrary Loan items may be renewed at the discretion of the lending library. Patrons must call the Wasatch County Library before the due date to inquire if the item is renewable.

4.4 Overdue Items & Fines

The library will charge overdue fines for items past their due date up to a maximum of \$6.00 per item as follows:

Overdue Item	Fine
Books, music CDs, magazines, encyclopedias, games & puzzles	\$0.10 per day
DVDs, audiobooks, Playaways, Launchpads	\$0.25 per day
Interlibrary Loan materials	\$1.00 per day
Audiovisual Equipment	\$5.00 per day

4.5 Notifications

As a courtesy to patrons, the library will send reminder notices of overdue items as follows:

- Two weeks past the due date: First letter or email notification is sent
- Four weeks past the due date: Second letter or email is sent
- Six weeks past the due date: A final notice with the replacement cost of the item is sent.

4.6 Recovery of Materials Not Returned

In the event materials are not returned, the library will use all available legal means to recover the materials or the current replacement cost of the item plus a \$3.00 processing fee.

4.7 Damaged and Lost Items

In the event materials are damaged beyond reasonable wear and tear, patrons will be charged the current replacement cost of the item plus a \$3.00 processing fee.

4.8 Suspension of Borrowing Privileges

Borrowing privileges will be suspended for patrons with more than \$25 accrued on their account or the account of minors for whom they are responsible. Check out privileges will be restored when fines fall below \$25. Library staff may use their professional judgment on a case by case basis when waiving or reducing patron fines.

The Library Director may temporarily restrict or suspend borrowing privileges if a patron exhibits a trend of negligence or abuse of library materials.

REVIEWED and PASSED by WASATCH COUNTY LIBRARY BOARD this 30th day of September, 2009.

Revised and approved by WASATCH COUNTY LIBRARY BOARD this 25th day of September, 2013.

Revised and approved by the WASATCH COUNTY LIBRARY BOARD this 25th day of February, 2015.

Revised and approved by the WASATCH COUNTY LIBRARY BOARD this 31st day of March, 2017.

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the _____