

# Section A 5

## A5 Loans

All materials- except DVD/VHS, electronics, and equipment- have a 14 day loan period. Books and audiobooks are the only renewable media and may be renewed up to three (3) times. Renewals may be done online or by contacting the library. Loans are limited to six (6) items of each type of media, with a maximum loan limit of 20 items total, providing there are no fines or overdue items on their card. The due date on loaned items can be extended in certain circumstances (i.e. travel, medical) as long as the items are not on reserve/hold for other patrons or best-sellers. This extension should be requested at initial checkout or by phone before items are due.

If the library does not have the material needed by the patron, they may use ILL (inter-library loan) service. Fines for ILL are assessed at \$1.00 per day overdue. Lending period is at discretion of lending library. Patrons may order up to two ILLs at one time. If a patron has a repeated history of not returning their ILLs on time, it is at the Library Director’s discretion as to whether and for how long to suspend that patron’s ILL privileges.

### A5.1 Loan Groups

Regular patrons and special groups- which include but are not limited to- schools, home schools, outreach and deposits have varying loan periods and restrictions.

Group	Limit	Loan Period	Items	Grace Period	Renewal Time	# of items available for renewal	# of items able for hold/reserve	Hold Length	Fines
Regular Patron	6/each type 24 total	14 days books & audiobooks/7 days DVDs	General Collection	6 days	14 days	3		7 days	\$0.01/day per book, audiobook, magazine; \$1/day per DVD
Schools	50	28 days	General Collection	No grace	14 days	25	25	14 days	\$0
Homeschool	25	28 days	General Collection	6 days	14 days	25	25	14 days	\$0.01/day per item
Outreach	25	28 days books & audiobooks	General Collection	6 days	14 days	25	25	14 days	\$/01/day per item

### **A5.1.1 Home Schooling Verification**

Home school adults must verify that they are home schooling under Section 167.031 RSMo.

### **A5.1.2 Home Schooling Verification form**

\_\_\_\_\_ verify that I am home schooling  
(print name)

See Sections 167.031 and 167.042 RSMo.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

### **A5.2 Renewals**

Current periodicals and materials on reserve may not be renewed. Videos which are loaned for 7 days may not be renewed. All circulating materials are usually limited to six items per check out. Exception to this policy is at the discretion of the library director.

### **A5.3 Fines**

Fines are assessed at \$.01 per day overdue. Fines for DVDs are assessed at \$1.00 per day overdue. Fines for ILL are assessed at \$1.00 per day overdue. Library staff will attempt to recover overdue materials by phone, letter or visit. Patrons have 60 days from date of initial checkout to return the item after which time, library staff will declare the item lost and appropriate fines shall be assigned (see A5.4 Lost and damaged materials).

### **A5.4 Lost and Damaged Materials**

The library charges retail price for all lost bar-coded materials as well as bar-coded materials that have been significantly damaged and deemed in need of replacement by library staff. (Library cost of item, plus \$5 for processing materials, plus labor = Retail cost)

1. Price of lost or damaged item is checked by viewing the catalogued purchase price of item, which is available in the Mandarin bibliographic record. Patron is charged the purchase price of the item as listed in the Mandarin bibliographic record unless point #2 below applies;

2. If no price or price is less than the below minimum, patron is charged:

	Easy BB (Board Books) \$10.00
Hardback Books \$20.00	DVD/Video \$20.00
Paperback \$10.00	Magazines \$3.00

3. Patrons have 60 days from date of initial checkout to return the item after which time, library staff will declare the item lost and expect patron to pay for lost item.

4. Fines based on standard allowed check-out times as well as renewal allowances for the various item types apply. However, if item is declared lost and has been paid for, then all applied fines incurred by patron for that item will be forgiven.

5. If materials are lost by fire, flood, other natural disaster, or extenuating personal circumstances all fines and lost charges may be forgiven at the discretion of library director.

#### **A5.4.1 Chapter 570.210 RSMo (Library Theft)**

##### Library theft, penalty

570.210.

**1.** A person commits the crime of library theft if with the purpose to deprive, such person:

- (1) Knowingly removes any library material from the premises of a library without authorization; or
- (2) Borrows or attempts to borrow any library material from a library by use of a library card:
  - (a) Without the consent of the person to whom it was issued; or
  - (b) Knowing that the library card is revoked, cancelled or expired; or
  - (c) Knowing that the library card is falsely made, counterfeit or materially altered; or
- (3) Borrows library material from any library pursuant to an agreement or procedure established by the library which requires the return of such library material and, with the purpose to deprive the library of the library material, fails to return the library material to the library; or
- (4) Knowingly writes on, injures, defaces, tears, cuts, mutilates, or destroys a book, document, or other library material belonging to, on loan to, or otherwise in the custody of a library.

**2.** It shall be prima facie evidence of the person's purpose to deprive the library of the library materials if, within ten days after notice in writing deposited as certified mail from the library demanding the return of such library material, such person without good cause shown fails to return the library material. A person is presumed to have received the notice required by this subsection if the library mails such notice to the last address provided to the library by such person. Payment to the library, in an amount equal to the fair market value of an item of no historical significance shall be considered returning the item for purposes of this subsection.

**3.** The crime of library theft is a class C misdemeanor if the value of the library materials is less than five hundred dollars. The crime of library theft is a class C felony if the value of the library material is between five hundred dollars and twenty-five thousand dollars. The crime of library theft is a class B felony if the value of the library material is greater than twenty-five thousand dollars.

#### **A5.4.2 Health and Cleanliness of Collection**

For the protection of all library users, the Daviess County Library must ensure a healthy and clean environment and collection. To accomplish this end, it may be necessary for the Library to restrict a patron's ability to borrow materials and/or visit the Library when such use compromises the health and cleanliness of Library facilities or collections.

Situations where library privileges may be suspended include, but are not limited to:

- Evidence that items loaned to a patron were returned containing insects that are known to be damaging to library materials, e.g. roaches and silverfish
- Evidence that items checked out by a patron were returned containing insects that can result in pest infestations in library facilities, e.g. bed bugs, fleas, or roaches.
- Evidence that pests that may result in infestations in library facilities are present on the person or possessions of a Library visitor.

If it is necessary for either facility or borrowing privileges to be suspended, the Library Director will notify the suspended patron by letter. Patrons seeking a reinstatement of their library privileges will need to provide the Director with documentation that the pest problem has been adequately addressed. Examples of this documentation include, but are not limited to:

- Receipts for treatment/inspection from a licensed pest control company
- A written statement from the owner or property manager of a multi-family rental residence verifying treatment

**Updated 11.2019**