

Sheridan County Library System Circulation Policy

LIBRARY CARDS

Permanent and temporary residents of the Sheridan County trade area are eligible to apply for either a regular or a temporary library card. A valid photo ID may be required. Any photo ID issued by a governmental entity, photo credit card, or a current school activity card is considered valid.

1. Children ages 15 and younger may apply for a **Regular card** (full privilege) when a parent or adult with a library card or a valid photo ID signs the application. The mailing address of the person signing the card should appear on the application.
2. Persons ages 16 and older may apply for a **Regular card** (full privilege). A valid photo ID and signature are required.
3. Persons ages 18 and older who are temporary residents or do not have a valid photo ID may apply for a **Temporary Card**.

Regular Card (full privilege): A regular card (full privilege) will allow a patron to check out a maximum of 40 items (of which, only 10 items may be media – DVD, CD, or Playaway).

Temporary Card (limited-privilege): A temporary card will be issued with an expiration date of 3 months. A maximum of two (2) items may be charged to a temporary card.

LOAN PERIODS

Item	Loan Period	Renewals
Books, Audiobooks, and Playaways	14 days	4 times
DVDs	7 days	4 times
Magazines (back issues only)	7 days	4 times
Current issues of all magazines do not circulate and are available for in-library use only. All back issues of magazines may be checked out for -7- days.		
Books on the Move Kits	6 weeks	1 time
Reference Books	In library use only	
Wyoming Room Materials	In library use only	

RENEWALS

Materials may be renewed in person, by phone, or online up to 4 times if another person has not placed a hold on the item. New due date is based on the date items are renewed.

RETURNING LIBRARY MATERIALS

Items may be returned to any circulation desk or book drop at any Sheridan County Public Library. Book drops are open 24/7. Items are not considered returned until they are discharged. Locations of book drops are as follows:

Fulmer: Bus loop in front of library on Alger, or, during library hours, the return slot in main entrance wall

CBL: East side of building

SBL: In front of library

TRBL: South side of building

OVERDUES

Notices are sent on items that are overdue via USPS and email. Overdue fees are calculated by our automated system; fees are not charged for days the library is closed. **Overdue notices** are sent -1- week, -2- weeks, -4- weeks, and 45 days from the date the item was due. The third and fourth notice includes a bill for the item with the fourth notice being the final notice and will be sent by USPS only. After 60 days, the overdue account may be turned over to a collection agency. Please contact the library if you believe an overdue notice has been sent in error. **Privileges will be suspended for cardholders with charges and/or fees that exceed the limit of \$5.00 per library account.**

LOST OR DAMAGED LIBRARY MATERIALS

You will be charged the current retail price of the item for a lost or damaged item. If the lost or damaged items are not returned or paid within 60 calendar days of the due date, the account may be turned over to a collection agency. The Library Board of Trustees will determine the dollar amount threshold to be used when sending delinquent accounts to collections. A \$10 collection fee will be added to those accounts turned over for collection. This policy becomes effective for materials with a November 1, 2018 due date or after.

HOLDS (RESERVE)

No fee is charged for an "In County" Hold request (Fulmer, Clearmont, Story, Tongue River). Holds may be requested in person, via telephone or online. Hold notification will be made by telephone, email or USPS. Prompt pick-up is essential; items are held for seven days. ***If you are picking up an item for someone else, you must have that person's library card with you.***

INTERLIBRARY LOANS (ILL's)

Items that are not available at any of the four Sheridan County Public Libraries may be acquired through ILL. You may complete an ILL request in person, via telephone, mail, email, or online. A standard fee is charged for each item requested. You will also be assessed any additional fees which may be charged by the lending library. Payment is due at the time of pick-up. If item is not picked up, all fees will remain on your account until paid.

FEES

Replacement Library Cards: There is a \$1.00 charge for replacement library cards. If your card is lost or stolen, report it to the library as soon as possible so that your old card can be canceled.

Fines: 10 cents per item per day overdue; maximum fine per item is \$3.00

Interlibrary Loans (ILLs): \$2.00 per borrowed item requested.

Missing Components: A fee is charged if an item is returned with a missing component (i.e. container, cover, tape, etc.).

Audio case:	\$3.00
DVD case:	\$3.00
Other components:	Replacement cost

Item Replacement Costs: The current retail price will be billed to your account. If current retail price cannot be determined, then a flat charge shall be assessed:

Library Card:	\$ 1.00
Fiction hardback:	\$25.00
Fiction paperback:	\$15.00
Non-Fiction hardback:	\$30.00
Non-Fiction paperback:	\$25.00
Books on CD or Playaway:	\$40.00
DVD:	\$25.00
Magazines:	\$ 5.00

If item is returned in good condition within six months after payment has been made, the replacement fee will be refunded.

SUSPENDED PRIVILEGES

Library borrowing privileges will be suspended for accounts with balances of \$5.00 or more.

Revisions Approved 9/19/18