

## EXPLORATION LIBRARY CIRCULATING EQUIPMENT/SCHEDULE OF FEES

### POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and are in good standing. Some Items are restricted to card holders 18 and older.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library items, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

### RULES:

#### 1. Restrictions, Loan Periods, Reserve Status, and Fees

<b>Equipment</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Holdable</b>	<b>Overdue fees /day</b>	<b>Maximum fees Overdue</b>
GoPro Cameras	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Green Screen Kits Screen, tripod, lights	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses	18 years and older Limit 1	1 week	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Backyard Movie Bundle	18 years and older  Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
PlayStation VR	18 years and older	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)

	Limit 1					
Mobile Document Scanner	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Outdoor Games (Bocce Ball; Giant 4x4)	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		1 week	No	No	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older Limit 1 Service is deactivated if item is overdue.	2 weeks	No	Yes	NA	\$50.00 (but not to exceed retail cost)

2. The date due serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1<sup>st</sup> Overdue Notice: 3 days overdue
- 2<sup>nd</sup> Overdue Notice: 15 days overdue
- 3<sup>rd</sup> Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in fees will, at the discretion of the Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on their card. Lost items should be reported immediately. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

4. Any person who owes more than ten dollars in fees or has billed items is considered “blocked” and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
5. Lost materials:
  - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
  - If the item is returned within 1 month after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid. The refund will be the cost of the item paid for, minus the nonrefundable processing fee that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
  - If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
  - Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.
6. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
7. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron’s equipment while using Library materials.

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