

LOANS OF BOOKS AND OTHER MATERIALS

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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 who are not delinquent. 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.

RULES:

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

Equipment	Restrictions	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
GoPro Cameras	18 years and older Limit 1	2 weeks	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	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Art Kits: Knitting Crocheting		2 weeks	No	Yes	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods		2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses		2 weeks	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		2 weeks	No	No	\$1.00/day	\$5.00

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

As a courtesy, patrons that have signed up for email notification will receive a "Friendly Reminder" two days before their library items are due and a reminder on the day the library items are due.

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

\$1.00 per day items	Bill mailed at 15 days overdue Final notice mailed at 30 days overdue
\$5.00 per day items	Overdue notice mailed at 3 days overdue Final notice mailed at 2 weeks overdue Assumed lost notice mailed at 45 days overdue

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in late fees will, at the discretion of the Circulation 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 his or her card. Lost items should be reported immediately to avoid cost of additional overdue fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.
4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.
5. Any person who owes more than ten dollars 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.
6. 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 and any late fees 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.
7. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
8. 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.