



Circulation

Updated July 2019

Borrowing Information

Circulating materials including books, magazines, and audiobooks are loaned for **three** weeks. Current issues of magazines do not circulate.

Videos and DVDs are loaned for **one** week. Children under the age of 18 will not be permitted to check out videos unless their parents give consent.

Reference materials are intended for use in the library but may circulate for **one** week.

Circulating materials may be **renewed twice** in person or via telephone or the internet unless there are holds placed on the materials. Materials must be renewed during library hours if being renewed on the due date of the item or it will be considered overdue.

Circulating materials may be reserved. Items that are placed on reserve for a patron will be held for one week once they become available before they are returned to the shelves or checked out to another person on the waiting list.

Fines and Fees

Books/Audiobooks/Periodicals

After one day of grace, patrons will be charged a daily fine per item up to replacement costs. (see Fee Schedule)

DVDs/Reference books

After one day of grace, patrons will be charged a daily fine per item up to replacement costs. (see Fee Schedule)

Damaged/Lost Materials

The library acknowledges that circulating materials will receive some wear and tear in the normal course of patron use; however, the patron is expected to return the item promptly and in approximately the same condition as when it was checked out.

Damaged (including water, stains, rips, markings, etc.) and lost items will need to be replaced, and the cost of the item plus a processing fee (see Fee Schedule) per item will be charged to the

patron's account. Patron-purchased replacements will not be accepted without prior approval, and the processing fee will not be waived.

Items returned in poor condition due to neglect or misuse (substantially dirty, odorous, scratched, etc.) to the extent that significant time is required to clean and/or repair the item before returning to circulation will be assessed a repair fee, depending on the type of cleaning or repair required (see Fee Schedule).

Item Limits

Patrons will be limited to 50 items per card with the following exceptions:

- Temporary cards are limited to 3 items at a time.
- Children's cards are limited to 10 items at a time.
- Teen's cards are limited to 10 items at a time.
- BHSU student cards are limited to 10 items at a time.
- Teacher cards are limited to 100 items at a time with a loan time of 60 days and no renewals allowed.
- Organizational cards are limited to 100 items at a time with a loan time of 60 days and no renewals allowed. These cards require written permission from the financial authority for the organization.

Only 10 videos/DVDs may be checked out at a time, subject to total item restrictions for specific cards as listed above.

Patrons will be limited to 5 interlibrary loans at a time. Exceptions may be made for educational purposes at the discretion of the librarian.

Overdue Material Policy

Patrons will be notified about overdue materials by e-mail, SMS text messaging, phone and/or mail. If a patron fails to return overdue materials within one month after a final notification has been mailed, the material will be considered lost and the patron will be billed for the cost of the material plus the processing fee. Once the cost has been billed, the material will be considered for replacement, and no credit will be issued regardless of whether the material is returned. It is the responsibility of the patron to update contact information to facilitate notifications.

The library will not check out materials to any patron with a fine exceeding \$10.00. Borrowing privileges will be restored when the patron's fine has been cleared or partially paid and is below \$10.00.