

The Lenox Public Library lends materials from the circulating collection to all registered borrowers of all ages with the following exception:

- Access to any electronic media, videos or video game resource with a rating of R or NC-17 or a comparable rating by the motion picture association of America, the film advisory board or the entertainment software rating board is limited for use by someone 17 years of age or older.

Circulation

1. Books (print and audio format), VHS videos, and magazines check out for a period of two weeks. Members of the Friends of the Library get a three week check out period. Friends of the Library joined at the Lifetime level get a four week check out period.
2. DVD's check out for a period of one week with a \$2.00 refundable deposit per DVD. Limit of two per family or household. No renewals on DVDs. Members of the Friends of the Library get a two week check out period.
3. Special exception to the check out period may be made in the case of interlibrary loan or specific need as determined by the director.
4. Library materials may be renewed in person, by phone or email. Renewals will not be granted on items for which a reserve list has been established. Multiple renewals of materials will be at the discretion of the library director or his or her designee.
5. Reserve lists will be established for material in high demand. Patrons will be notified when materials are available for them and should make every effort to pick it up within 3 days after notification. Failure to do so will result in the item being passed on to the next person on the waiting list.
6. Parents or Guardians of minors are responsible for all library items checked out by a minor.
7. All circulation records are kept confidential. The lawful custodian of the record is the Library Director. Only the Library Director and authorized library staff have access to patron records.

Service Fees

1. Sending and receiving of faxes will be offered during business hours. Outgoing faxes are \$1 for the first page and 50¢ for each additional page, no cost for cover page. Incoming faxes are 30¢ per page.
2. As revenue for the library budget and a deterrent for over dues, service fees will be charged on library materials returned past the due date.
3. A late fee of 10 cents per day per library item will be assessed except \$1.00 per day per DVD. Members of the Friends of the Library get a 3 day grace period on fines. Friends of the Library joined at the Lifetime level get a one week grace period on fines.
4. Patrons will be charged the actual replacement cost for lost or damaged items.
5. Patrons will be charged \$2.00 for lost magazines.
6. Replacement items are to be purchased by the library or approved by the librarian.
7. Borrowers who pay for a replacement will not be reimbursed if the item is located outside the library.
8. Accumulated charges of \$2 or more will result in suspension of library privileges including computer usage.
9. Items more than 30 days past due will be considered lost and a bill sent. Library privileges will be suspended on cards with items 30 days or more past due.

Adopted: 5/2/11
Reviewed: 6/18/19
Revised: 3/7/17

The Library will make every effort to send notices following this procedure:

- 1st notice (phone call) 1 week past due date

Should the value of the item(s) merit further action:

- 2nd notice (letter) 4 weeks past due date
- (Suspension of library privileges for immediate family occurs with the second notice)
- 3rd notice (certified letter) 6 weeks past due date
- Transfer to County Attorney 2 months past due date (Legal action may be taken)

Interlibrary Loan

The Lenox Public Library cannot possibly have every book that someone might want to read or use, so the service of interlibrary loan is available. This means that one library lends a book to another library for a short period of time.

1. The loan period will be one month from the date the item is sent. Renewals will be handled on an individual basis.
2. There is a cost of \$2.00 per item, to the patron, to be paid before anything can be ordered.
3. Service fees are not collected according to the regular fine policy.
4. Lost or damaged books will be the responsibility of the borrower; amount charged will be set by the lending library.
5. All Interlibrary lending records shall be kept for one year.