

Geauga County Public Library  
Operating Policy Manual

SECTION: LOAN PERIODS, RENEWALS, FINES, and FEES  
NUMBER: 731 (722, 732, 751, 761, 762,765, 766, 781, 782, 791,797, 550)  
EFFECTIVE DATE: January 17, 2017  
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GCPL Library materials are loaned to registered borrowers for twenty-one (21) days with the exception of New DVD/Blu-ray, video games, no-hold items. Special items, such as reference materials or high demand items may not circulate except with the permission of the staff and are governed by procedures set forth by Library administration. POLICY #791

### **INTERLIBRARY LOAN PERIODS:**

GCPL is a participating member of the Clevnet consortium and abides by the consortium's circulation policies and guidelines which may differ from GCPL's circulation policies and guidelines. The consortium agreement specifies that no exceptions to loan periods may be made beyond those established in the policies and guidelines for the program. Therefore, staff will not manually override loan periods or due dates.

GCPL materials may be loaned to other libraries (for use by their patrons) through a variety of interlibrary loan consortia and services in which the library participates. GCPL will follow the policies and guidelines agreed upon by participants in these sharing programs and services. Policy #722 #733

GCPL may elect not to loan certain items from its collection based on local patron demand, number of items in a specific collection or other reasons. Policy #722 #733

### **RENEWAL OF MATERIALS**

GCPL library materials may be renewed (loan period extended) 5 times unless there are holds (reservations) on the item with the exception of specific item types: DVD-Sets, Early Literacy Kits, Launchpad Devices, and Video Games. Please see Loan rule table.

Interlibrary loan and Clevnet material loan periods and renewals are determined by the policies of the owning library and may differ from GCPL policies. GCPL honors and upholds the circulation policies of the owning library.

### **FINES POLICY #761**

A fine is a fee assessed for overdue library materials. Fines are assessed on a daily basis with a maximum rate based on the overdue material. Fines are not charged on days the library is closed. Members with Golden Buckeye cards, Mobile Services card, staff, and volunteers are exempt from daily overdue fines but are responsible for fees on lost and damaged materials.

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Fine per day per item are \$0.10 with a maximum of \$3.00 with the exception of New DVD/Blu-Ray, No-Holds DVD and Blu-Ray, DVD Sets, Launchpad devices, Reference materials, and Video Games.

Fines on New DVD/Blu-Ray, No-Holds DVD and Blu-Ray, DVD Sets, Launchpad devices, Reference materials, and Video Games are \$1.00 a day with a maximum of \$3.00.

GCPL upholds the circulation policy and loan periods for items owned by CLEVNET member libraries, OCLC and any other loaning consortium although they may differ from the loan periods of Geauga County Public Library.

**LOST AND DAMAGED MATERIAL FEES** Policy #762

Once an item is fourteen (14) or more days overdue, the Library will send the first overdue notice to the borrower. Another notice is sent to the borrower after the item is twenty-eight (28) days overdue. When an item is forty-two (42) days overdue, the item is marked lost and the patron is charged for the item. When an item does not have a cost associated with it in the online catalog, the borrower is responsible for the replacement cost.

First, second and billing notices may be e-mailed to a patron if the patron provided the Library with an email address or mailed through the U.S. Postal Service.

Fees for lost materials are assessed after an item is 42 days overdue.

**MATERIALS RECOVERY**

Geauga County Public Library reserves the right to use a Materials Recovery Service. \$10.00 fee is assessed in the event the lost material is not found and the patron is referred to the library material recovery agency. If a lost item is paid for and later returned no refund is made.

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**Thresholds governing loan periods, fines, and patron borrowing profiles: Policy 729, 732, 761, 781 and 782**

LIMITS PER CARD	ADULT	GOLDEN BUCKEYE	MOBILE SERVICES	JUVENILE	TEMPORARY
Items borrowed	100	100	100	100	2
Expiration	3 years	3 years	3 Years	3 years	3 years
Overdue Limit	50	50	50	50	50 * Checking with Clevnet
Bill Threshold	\$25	\$25	\$25	\$25	\$25
Request Hold Limit	100	100	100	100	100
Fine Exempt	No	Yes	Yes*	No	No

**Loan Periods and Fines:**

ITEM TYPE	LOAN PERIOD	RENEWALS	FINES PER DAY	MAX FINE
Book	21	5	.10	3.00
Audio Book	21	5	.10	3.00
CD	21	5	.10	3.00
DVD/Blu-ray	7	5	1.00	3.00
DVD/Blu-ray Set	21	2	1.00	3.00
New DVD/Blu-ray	7	2	1.00	3.00
Magazine	21	5	.10	3.00

**Loan Periods and Fines for No Holds Items: newest materials POLICY #751**

ITEM TYPE	LOAN PERIOD	RENEWALS	FINES PER DAY	MAX FINE
No Holds DVD/Blu-Ray	7	0	1.00	3.00
Literacy Kits	21	0	1.00	3.00
Electronic Device (Launchpad)	21	0	1.00	3.00
Video Game	7	2	1.00	3.00

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**Charges for lost and/or damaged items: Policy #765 #766**

Fees are charged to a patron's card when an item is lost or damaged. Fees are assessed based on the cost of replacement of the lost or damaged item and are governed by the procedures set forth by the Library administration.

**ADDITIONAL SERVICE COSTS AND FEES:** (Policy 550 and 797)

Photocopies – Black and White	.10
Photocopies – Color	.25
Outgoing Fax	.10 per page
Library Bags	Fees vary

Fax Service is available to the public in the GCPL libraries that have a fax machine available and during regular library hours. Employees who provide this service to the public follow the Library's confidentiality policies and principles so that privacy may be expected. Patrons who choose to use this service must use a cover sheet including the Library disclaimer.