



Circulation Policy

The East Morgan County Library District purchases materials for use by all citizens. The library Board of Trustees establishes regulations for loan of materials, including circulation periods, renewal processes and fees for lost items.

Circulation

Loan periods are as follows:

3 weeks: Books, Magazines, Audio Books, Puppets, Launchpads, DVD's that are part of a series (3 or more discs)

1 week: DVDs(1 or 2 discs), Video Games

1 week: any material that has additional holds

Materials can be renewed twice, as long as there is no hold on the item.

DVDs and Video games may only be checked out on an adult patron card.

The East Morgan County Library allows adults to check out 25 items at a time (DVD's are limited to 10 checkouts at a time and Video Games are limited to 5 checkouts at a time per adult card).

The East Morgan County Library allows juveniles to check out 15 items at a time.

Teachers are allowed to apply for a special card that enables them to check out 50 items for 6 weeks. DVD's and Video Games still circulate for 1 week or 3 weeks on a teacher card and are limited to 10 DVD's and 5 Video Games.

Electronic Device Circulation

Only library patrons, 16 or older, of the East Morgan County Library District possessing a valid library card in good standing may check out electronic devices. Patrons must have provided address verification and be off of new patron status before they can check out an electronic device. The library cardholder must be present in order for an electronic device to be checked out on their card.

Two (2) devices are allowed per account at a time. Devices may be checked out for 3 weeks and can be renewed twice.

All electronic devices must be returned to the library circulation desk during business hours. Should a device be damaged by being returned in the book drop, the patron will be responsible for the full replacement cost.

Once an Electronic Device is checked out, it becomes the responsibility of the patron. Patron is responsible for the full replacement cost of the item if any parts are lost, stolen, damaged or not returned.

Library staff will verify that the Electronic Device is in working order, that all pieces are accounted for at the time of checkout and upon return.



The following are considered unacceptable use of the device and violations will result in losing the right to borrow electronic devices from the East Morgan County Library. Repeat offenses may result in loss of library privileges.

- Violating any federal, state or local law or regulation
- Abuse of equipment
- Attempting to violate system security or overriding filter
- Copyright infringement
- Transmitting e-mail of a threatening/violent nature
- Activities that infiltrate the library's computers and/or damage or alter the software components of the local or remote computer system
- Seeking unauthorized access to computers or computing systems.
- Transmitting or gaining access to inappropriate material via Internet, electronic mail or other forms of direct electronic communications.

Projector Circulation

The East Morgan County Library has a multimedia projector available for loan with a \$200.00 deposit. This deposit is refundable upon return of all pieces in working order. Charges for missing or broken parts or late return must be paid before the deposit is refunded. These charges will be made at the discretion of the staff to cover the cost of replacement (including shipping and handling). If damage is in excess of deposit, a new projector may need to be purchased.

The projector may be borrowed for a maximum of three (3) days with the possibility of renewal for an additional three (3) days if no one is waiting. Renewals must be made before the item is considered overdue. Patrons will sign a loan agreement form prior to checkout, which will be kept on file at the East Morgan County Library.

- Borrower must be an adult patron in good standing
- Reservations for the projector will be handled in the order in which they are received. 24 hour notice is preferred. Reservations cannot be made on the projector more than three (3) months in advance
- Late fees accumulate at the rate of \$20.00 per day with no grace period
- If the projector is not returned or renewed, it will be considered lost and the borrower will be charged for a replacement.
- Regular inspections will be executed by the staff upon return of the projector to document that all the equipment has been returned in working order. Refunds of deposit will only be made after this routine check has been completed.

Interlibrary Loan

The East Morgan County Library District provides interlibrary loan service in order to enhance and extend the resources available to its users. Every library has the responsibility to develop and maintain a collection designed to meet the needs of its community, but because the library cannot acquire every useful resource, Interlibrary Loan supplements local collection development.



Any adult patron with a valid library card in good standing may use the Interlibrary Loan service to obtain materials. Interlibrary loans will not be placed when an account has a balance of over \$5.00, or when there are overdue items on the account. New patrons, limited use patrons and juvenile patrons cannot place interlibrary loan requests.

The service is free unless the lending library charges a fee. Occasionally there may be a fee for requesting an item. This fee is the responsibility of the patron requesting the material and if there is a cost, the item will not be borrowed without notifying the patron and obtaining their agreement.

A patron can have up to 25 active hold requests at one time, including interlibrary loan requests. Active status is maintained from the time the request is placed, until it is returned to the lending library.

Interlibrary loan books and audio books circulate for 3 weeks with 1 renewal and DVDs circulate for 1 week with no renewal. Any interlibrary loan items not returned within 30 days past the due date will be considered lost. A lost fee of \$25 per item will be charged for any interlibrary loan item that has been borrowed and is not returned.

Staff should exhaust local resources first before placing an ILL request. Patrons may request any type of material through Interlibrary Loan. However, some material may not be available, such as entire issues of periodicals, rare books, reference items, and items in high demand at the lending library. In general, items that are part of the collection at the East Morgan County Library should not be requested through Interlibrary Loan.

The East Morgan County Library lends items as freely as it requests them. Any circulating item may be requested for interlibrary lending, but the library reserves the right to determine what requests will be filled. The library will respond promptly to requests. Items will be loaned for 6 weeks and may be renewed upon request. Fees for lost or damaged items will be consistent with the Library's circulation policies.

Overdue Items

The East Morgan County Library District does not charge overdue fines for late materials. Patrons are sent 2 reminders over a six-week period. During this time, items can be renewed or returned.

A final bill is sent at 30 days past the due date. At this point, items are considered lost and can no longer be renewed. The patron is charged for the item and library privileges are suspended until items are returned or paid for.

There are no circulation privileges when the patron account has a balance of over \$5.00. Patrons are allowed library privileges when the amount owed on their account is \$5.00 or less. Use of public computers is limited to patrons in "good standing" determined by library staff.

Lost Materials

When material is checked out and not returned, it is considered lost. It is the borrower's responsibility to pay the replacement fee for items that are considered lost on their account. The East Morgan County Library does not charge overdue fines for lost items, however patrons will be responsible for replacement fees for any items not returned.



A bill is sent for any items that are more than 6 weeks overdue. A patron wishing to make payments on their account may set up a payment plan if they are unable to pay the full amount and cannot locate the lost materials.

There are no refunds once a payment has been received, even if the item(s) are located.

The Board of Trustees believes that the individual who chooses to keep materials past the due date or who refuses to settle unpaid fees compromises, to some extent, his or her right to privacy.

The Library will attempt to recover overdue materials and will notify patrons of overdue items according to established procedures.

Information regarding overdue or non-returned materials and past due fees may be disclosed by the Library District to law enforcement. The Library will also provide sufficient information to allow any designated individual other than the holder of the borrower's card to settle unpaid fines or fees on the card. However, title, author or subjects of lost or overdue materials will not be discussed with anyone other than the cardholder.

A \$3.00 - \$5.00 processing fee may be charged if a patron chooses to purchase and supply a replacement for a lost or damaged item.

If a patron routinely has lost or damaged items, staff may determine that the patron's account may be placed "On Probation," limiting their circulation to 2 items at a time.

Claimed Returned

If a patron believes to have returned materials that are still showing on their account, every effort will be made by the library staff to locate the item.

The item may be renewed twice while both patron and staff make an effort to locate the item. If after that time it has not been found, it will be sent to "Claimed Returned" or "Claimed Never Had."

Patrons are able to have two active claims on their account at a time. If a patron's number of claims returned becomes suspect (approximately 3-5 incidents per year), the patron's name and history may be turned over to the director. Further action will be determined on a case by case basis.

If the item is found after it has been sent to "Claimed Returned" or "Claimed Never Had," there will be no late charges owed on the item. After 6 months, if the item has still not been located, it will be deleted and may be reordered. Popular titles may need to be re-ordered sooner, based on demand.

Accepted: October 1995

Revised: February 2015

Revised (Combined Overdue Lost/ Interlibrary Loan/ Patron Claims Returned / DVD policies) : June 2016

Revised: October 2016

Revised: April 2018

Revised (Combined Circulation Policy and Audio/Visual Equipment Loans): July 2021



EMCL Projector Loan Agreement

I, _____ (print full name), agree that by checking out a projector from the East Morgan County Library District that I am responsible for the replacement cost of the device and/ or it's accessories if lost, stolen, or damaged, which may include costs above the original \$200.00 deposit.

Overdue charges are \$20.00 per day.

If the projector is not returned or renewed, it will be considered lost and the full replacement cost will be charged.

I acknowledge that the projector CANNOT be returned in the outside book drop and must be returned to East Morgan County Library during business hours.

By signing below, I indicate that I have read EMCL's Device Loan Policy and agree to accept responsibility of checking out a projector from the East Morgan County Library. The replacement costs are listed below and by signing I agree to pay the fees associated with the projector, should it become lost, stolen or damaged while in my possession.

Epson Projector:\$500.00

Signature: _____ Date: _____

Library Barcode: _____ Staff Initial: _____