

# **Woodland Public Library Circulation Policy**

## **Core Statement**

In order to make materials available to all patrons on an equal basis, the Library will set policies for the length of loan period, renewals, reserves, and fines. The Library will determine who is eligible to borrow materials and will provide for the return or replace-return of such materials.

## **Interlibrary Loans**

The Library shall cooperate in the borrowing of books from and lending books to other libraries and shall serve nonresident borrowers in compliance with the regulations of the California Library Services Board.

## **Services to Schools and Organizations**

The Library shall cooperate with local schools and organizations in their requests for library materials and services so far as practical within existing Library resources.

## **Loan Periods, Overdue Materials, Fines and Damaged Materials**

In order to ensure the greatest access of materials to patrons, the Library Services Director is authorized by the Board of Trustees to set the standards for loan periods, overdue materials, fines and damaged materials. The current **Fines & Fees Schedule** is available at the circulation desk. Patrons are encouraged to make every effort to return Library materials on or before the due date. Fines are charged in accordance with the current schedule for materials returned after that date. All fines should be paid when the material is returned. Borrowing privileges may be suspended at any time that fines for overdue materials have not been paid off. Patrons are responsible for the replacement cost of lost or damaged materials or property. Anyone who intentionally injures, defaces or destroys Library property is liable to prosecution. (California State Education Code, Section 19910) The Library is not responsible for alterations or additions to the original material nor for the damage to users' playback equipment. It shall be the responsibility of the patron to abide by current copyright laws.