

Indian Lake Library Circulation Policy

BORROWING PERIODS FOR MATERIALS

1. Books, audiobooks, e-books and magazines are available for a 14-day loan.
2. Physical videos are available for a 2-day loan.
3. Physical videos are limited to 4 items per household.
4. Museum passes are available for a 2-day loan (the date it is picked up, and the day after), and are available first come first serve. A \$20 deposit is required to borrow museum passes which will be returned when the passes are returned.
5. Hoopla Digital borrows are available specifically for Indian Lake card holders, who may borrow up to 5 titles per month.
6. Hoopla music, tv/film, books, audiobooks, and Binge Passes all have different loan periods. Click here for more information on Hoopla Digital: <https://www.hoopladigital.com/>
7. Renewals will be granted if requested in person, by phone, or online, **unless** there is an active hold on the item, or the item must be sent to another library in the consortium.
8. Special borrowing period may be granted at check out if requested, at the discretion of the library staff. Considerations affecting borrow times include if materials are new and in high demand, length or number of of dvd's in a set, etc.
9. Reference books and **current** periodicals **do not** circulate.

New and Popular items will be restricted to Indian Lake Library pick up only for a period of time until demand for those items slows, generally 12 months. After 12 months those items will be available for loan to patrons of all libraries through the SALS and MVLS system.

INTER-LIBRARY LOAN REQUESTS

- Patrons may request an item from another library directly using their online account. The Staff will assist patrons upon request.
- Items may be kept for two weeks and renewed once according to the policies of the loaning library.
- Inter-Library loan deliveries arrive Mondays, Wednesdays, and Fridays, unless the Library is closed due to a holiday, inclement weather, or other closure. Staff will process and contact borrowers the day materials arrive.

FINES AND DAMAGES

- **The Indian Lake Library does not collect fines for its own items that are returned late.** The Library does expect patrons aspire to returning items in a timely manner for others to use.

- If the Library is closed, patrons may return items to the exterior book drop door located in the front of the Library.
- Patrons may incur fines from another Library in the system if their materials are returned late.
- Patrons will be expected to reimburse the Indian Lake Library or another system Library for damaged or lost materials. Charges are based on replacement cost. *The actual replacement of a lost item is not acceptable as substitute for payment.*
- At check in, staff will make a note of specific damages in order that future borrows are not charged for damage a previous borrower caused.
- Patrons accounts will be cleared of charges once payment is received.
- Once a damaged item is paid for, the borrowing patron may keep the item if desired.
- Failure to pay for *damaged items* will result in suspension of library privileges.
- Failure to *return materials after reminders are issued* will also result in suspension of library privileges.

OBTAINING A LIBRARY CARD

1. Patrons may fill out a card application at the Library or by printing and filling out an application and bringing it to the Library for processing. <https://indianlake.sals.edu/how-do-i/>
2. Patrons under the age of 18 must have a parent or guardian signature to obtain a card.
3. **Temporary cards** are available to visitors for a \$20.00 deposit, refunded at the end of their stay upon return of materials, provided they are in good condition.

Reviewed, Revised, and Approved by the Indian Lake Library Trustees January 19, 2023