

## APPENDIX K

### LOAN PERIODS AND SERVICE FEES

#### 1. LOAN PERIODS

- a. The seven day loan period applies to the following:
  - i. Popular new adult fiction [SAF]
  - ii. DVDs and Blu-rays
  - iii. Telescopes
  - iv. Magazines
  - v. Special collections as designated
- b. The three week loan period applies to the following:
  - i. Lengthy new adult fiction books
  - ii. All other books, CDs, TV series, audiobooks, talking books, Playaway Views & Launchpads, video games, subscription boxes and Library of Things not specified in sections 1a or 1c.
- c. The in-house one day loan period applies to the following:
  - i. Charging equipment
  - ii. Battery packs
  - iii. Microphone
  - iv. Laptops (adult & teen)
  - v. Library baskets

#### 2. RENEWALS

- a. Library items may be renewed up to two times by phone, in person or online. Exceptions are items with holds, special collections and other special loan items as may be designated from time to time.

#### 3. LOAN LIMITATIONS

- a. Collections not specified below do not have loan limits.
- b. Videos
  - i. Ten adult and ten children's per card per holdings code
  - ii. TV series: Ten adult and ten children's per card
- c. Compact music discs
  - i. Ten adult and ten children's per card
- d. Non-fiction books of same subject matter
  - i. Subject to patron demand and volumes available, library personnel may limit book loans on topical subjects as the need arises.
- e. Video games
  - i. Five adult, five teen and five children's per card
- f. Playaway Views
  - i. Five. Adult Antioch cardholders only
- g. Playaway Launchpads
  - i. Two. Adult Antioch cardholders only
- h. Library of Things
  - i. Electronic/streaming devices [circulating] (Rokus, hotspots, netbooks, Osmo, Kibo, Tonie boxes, GoPro, iPads, Oculus VR headset, telescope, Electronic combo sets)
    1. One of each holdings code. Adult Antioch cardholders only

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- ii. Electronic/streaming devices [in-house use only] (charging equipment, battery packs, in-house laptops, microphone)
    - 1. One of each holdings code. Adult or YA patrons.
  - iii. Activity/utility devices (video projector, projector screen, music player, Cricut Joy, sewing machine, pasta roller, meat grinder, spiralizer, drum kit, fault code reader, baskets)
    - 1. Two of each holdings code. Only adult Antioch cardholders
  - iv. Developmental games
    - 1. No loan limits.
4. FEES
- a. Certified mail cost for final overdue letter
    - i. Stamp + Certified fee + Return receipt
5. COST FOR DAMAGED OR LOST MATERIALS
- a. Lost or damaged materials: Cost of materials plus a processing fee
    - i. If a lost item that has been paid for is returned within a six month period from the date the item was reported as lost, a refund will be made for cost of material less the processing fee.
    - ii. Damaged materials examples include but are not limited to: animal bite marks, removal of pictures or pages, wet, moldy, broken spine, warped, taped, defaced materials, disc cracks, etc.
    - iii. Sets: damage or loss of the main item will result in being charged the amount in the bibliographic record. This reflects the price the Library paid for it. Damage or loss to a supporting accessory, part or case will result in being charged the cost of the piece at the time of its replacement. If the supporting piece cannot be replaced and is deemed essential to the set's functioning, the patron will be charged the cost of the set.
6. PROCESSING FEE
- a. \$7.00. This fee is a recover fee. It is the cost of creating and deleting a catalog record as well as the barcode, plastic cover or case, information stickers, spine label, RFID tag and labor to place these items on replacement material.
7. INDIVIDUAL COST FOR DAMAGED OR LOST STANDARD PROCESSING MATERIALS
- a. Missing or damaged barcode/spine label/ILL card: \$3.00
  - b. Standard RFID tag: \$0.30
  - c. Disc RFID tag: \$0.60
  - d. Single disc case: \$2.00
  - e. Multi-disc case: Small \$6.00, Medium \$7.00, Large \$10.00
  - f. Disc sleeve \$0.55
  - g. Playaway audio or View case \$6.00
  - h. Playaway View charger \$15.00
  - i. Playaway Launchpad case \$7.00
  - j. Playaway Launchpad charger \$10.00

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#### 8. NON-RESIDENT FEE

- a. Subject to change annually and adopted by ordinance or a formula provided by the State Library

#### 9. CHECK-OUT LIMIT

- a. When a patron's account is blocked or losses or damages owed to the Library reach \$20.00, that patron will be unable to check out library materials, both digital and physical, until those charges have been paid.

#### 10. INTERLIBRARY LOAN

- a. Patrons wishing to borrow an item from an in-state library will not be charged transportation costs.
- b. If a patron wants to order an item from an out-of-state library, they must agree to pay a set fee of \$5.00 for postage. We will only charge their account, however, when the item is received.
- c. If an out-of-state library wishes to borrow one of our items for their patrons, \$5.00 per item will be charged for postage to mail the item to the requesting library.
- d. All other lending fees imposed by other libraries will be passed on to the patron. We will get our patron's approval of those fees before we borrow the item.