



EUCLID PUBLIC LIBRARY BOARD OF TRUSTEES POLICY

CIRCULATION

Thresholds governing loan periods, fines and patron borrowing profile:

LIMITS PER CARD	ADULT	GOLDEN BUCKEYE	JUVENILE	TEMPORARY
Items borrowed	50 items	50 items	50 items	50 items
Registration renewal	3 years	3 years	3 years	12 months
Overdue items not to exceed	25 items	25 items	25 items	25 items
Bill threshold	\$15.00	\$15.00	\$15.00	\$15.00
Request hold limit	25,000 items	25,000 items	25,000 items	25,000 items
Fine exempt	No	Yes (except New Books and New DVDs)	No	No
Claims returns	25	25	25	25

Loan Periods and Fines:

ITEM TYPE	DAYS OF LOAN	# OF RENEWALS PER ITEM	FINES PER DAY	MAXIMUM FINES
Book	21	5	.10	3.00
Book - Juvenile	21	5	0	0
Book - New	21	5	.10	3.00
Paperback Book	21	5	.10	3.00
Book on CD	21	5	.10	3.00
CD	21	5	.10	3.00
DVD	7	5	.10	3.00
DVD - New	7	0	1.00	3.00
DVD - Non Fiction	21	5	.10	3.00
DVD - Set	21	5	.10	3.00
Blu-ray	7	5	.10	3.00
Blu-ray - New	7	0	1.00	3.00
Magazine	21	5	.10	3.00
Playaway	21	5	.10	3.00
Playaway View	7	0	1.00	3.00
Video Game	7	2	.10	3.00
EEKit	21	0	.25	3.00

No Holds (NH) Items: *The newest library materials*

NH Book	21	5	.10	3.00
NH Book on CD	21	5	.10	3.00
NH CD	21	5	.10	3.00
NH DVD	7	5	1.00	3.00
NH Blu-ray - New	7	0	1.00	3.00
NH DVD - Set	21	5	1.00	3.00
NH Book on SPD	21	5	.10	3.00
NH Playaway	21	5	.10	3.00
NH Playaway View	7	0	.10	3.00
Non-Clevnet Item	21	5	3.00	15.00

Charges for lost and/or damaged items:

CDs	
Book	3.00
Single jewel box	.50
Double or triple jewel box	1.00
Damaged or lost CD	Cost
Insert (paper)	3.00
Book on CD containing 1 or 2 CDs	Cost
Book on CD containing 3 or more CDs	8.00 per disc
Plastic media bag	.50

DVDs, BLU-RAYS AND VIDEO GAMES	
Damaged or lost	Cost
Insert	3.00
Case (single)	1.00
Case (double)	2.50
Case (3 or more)	10.00

PLAYAWAYS AND PLAYAWAY VIEWS	
Damaged or lost	Cost
Case	6.00
Charger	15.00
Insert	1.00
Plastic container (single)	4.00

HOOKED ON PHONICS	
DVD	20.00
Large book	10.00
Quick Start guide	1.00
Small book	3.00

MISCELLANEOUS ITEMS	
Bar code label	.50
Book jacket or plastic book cover	.35
Check returned for insufficient funds	15.00 non-refundable
Damage per page of book	.25
Damaged or lost book	Cost
Interloan/Non-Clevnet	Cost
Library Card	1.00
Magazine	5.00
Microfilm copies	.10
Pamphlet	1.00
Pamphlet/pamphlet carrier (envelope)	.50

Extra Service Costs:

Referral Fee (card in collection)	10.00 non-refundable
Photocopy - Black & White	.10 per page
Photocopy - Color	.25 per page
Outgoing Fax	.75 per page
Library Bag	Cost varies, tax included
Flash Storage Drive	Cost varies, tax included

FINES

The maximum cumulative overdue fine is \$15.00. The maximum overdue fine per item is \$3.00 for a Euclid item and \$15.00 per non-Clevnet item. Patrons who receive service from the Outreach Services Department are fine exempt. Senior citizens, who are sixty (60) years of age or older are exempt from paying overdue fines on all materials with the exceptions of new books and DVDs.

ELECTRONIC RESOURCES

Based on format, items circulate for 7 to 21 days. Loan periods and renewals vary per vendor. Limit of 20 titles per card. Zinio™ magazines check out indefinitely. There are no overdue/lost charges for electronic resources.

OUTREACH SERVICES DEPARTMENT

Patrons who receive materials through the Outreach Services Department may borrow any circulating item. All items are charged out for thirty (30) days. The Department also provides deposit collection for Euclid institutions. These collections are loaned to the institution for a period of up to three (3) months.

REFUNDS FOR LOST ITEMS

Refunds will be issued for any lost EPL item that is returned in good condition within two months of payment for the item. To receive a refund a patron must have a receipt. For a lost item(s) paid for by cash or check, a refund check will be issued by the Fiscal Office. For a lost item(s) paid for by MasterCard or Visa, a credit will be issued immediately to the credit card account if the patron has the card and receipt in hand. Refunds will not be issued for any damaged material. EPL does not issue refunds for other library's lost items.

SUSPENSION OF BORROWING PRIVILEGES

When a card is in collection, all charges must be cleared to re-instate privileges. Borrowing privileges will be suspended under the following conditions:

- Fines or lost material exceed the \$15.00 limit
- 25 items or more are overdue
- 25 claims return or more are on the card
- The card exceeds the item or monetary threshold
- The card is expired and fines are owed

DVD AND BLU-RAY CIRCULATION

Upon written request of a parent or legal guardian, patrons under the age of eighteen (18) will be restricted to borrowing only juvenile DVDs or Blu-rays.

Adopted by the Board of Trustees 03/15/11

Revised 10/15/13; 04/15/14; 04/21/15; 05/19/15