

CIRCULATION AND FEES POLICY

This policy covers time-limits for borrowing library materials; restrictions for renewals and holds; limits of number of items in a collection type that may be borrowed; library card access; fees for services; and fines for non-compliance with this policy.

The Conyers-Rockdale Library is a member of Public Information Network for Electronic Services (PINES), a consortium of public libraries within Georgia. As a requirement of PINES membership and in order to share a common computer system and software, many of the policies for circulation transactions are determined by PINES or from choices established by PINES.

Check-out Periods

The check-out period is the length of time for which a patron may borrow an item. Check out periods may vary based on type of material, ie. books, videos, compact discs, within the established choices in PINES.

Check-out periods may vary based on these guidelines;

- Time it takes to use the material
- Demand for items in relation to the size of the collection
- Consistency and simplicity

Renewals, Holds, and Check-Out Limits on Amounts of Materials

Whether an item can be reserved and held, or renewed, and any restrictions on the number of items that can be borrowed at one time will be based patron demand for that item and/or demand for that type of material relative to the size of the collection of such material. The Library Director will have the discretion, within PINES regulations, to determine the limits on the number of items in a collection type that may be borrowed at one time and which materials can be renewed or reserved (held) for patrons.

Library Cards

Patrons must present a current, valid library card to borrow library materials.

Proper identification will be required upon application for a library card in order to verify residence.

Library cards are available to Georgia residents at no charge. Appropriate ID is required. Persons under 18 must have a parent's or guardian's signature on the application.

Fees

Fees may be assessed for special services that generate a direct cost to the library. These fees will be no more than the cost to provide these services.

Fees will be set by the Library Director based on these policies. The schedule of all fees is included in the Library Policies brochure and will be given to every new library card recipient. It is available at the circulation desk for patrons.

Fines

Fines will be used as means to:

- safeguard library materials,
- encourage the timely return of materials,
- discourage non-compliance with circulation policies,
- assure better availability of materials,
- recover administrative replacement costs.

For lost or damaged materials, patrons will be assessed a processing fee in addition to the current replacement value of the item.

Maximum overdue fines for different item types may be established.

Fines will be determined by the Library Director for overdue materials and other non-compliance with these policies, within the established PINES choices. The schedule of all fines is included in the Library Policies brochure and will be given to every new library card recipient. It is available at the circulation desk for patrons.

Responsibilities

The Library Director is responsible for administering this policy.

The Library Board of Trustees will review and approve annually the schedule of fines and fees and other circulation rules established by the Library Director in accordance with this policy, and as provided for in Code of Georgia Annotated 20-5-53 (attached).

Approved by the Conyers-Rockdale Library Board:	November 24, 1998
Revised:	May 23, 1999
Revised:	May 24, 2001
Revised:	May 29, 2007

Approved by the Board: September 27, 2011