

# Mancos Public Library Circulation Policy

## Policy Statement

The Mancos Public Library (MPL) creates a welcoming environment for all. In order to insure fair and equitable access to the materials and information in the collection, MPL sets policies for length of loan periods, renewals, fines and fees. The Library determines which materials may be borrowed and who is eligible to borrow them.

## Regulations

### A. Registration

1. MPL serves all persons within the Mancos Library District and Colorado Libraries Collaborate!
2. Identification and proof of address are required to obtain a library card.
3. All borrowers must have a valid card and valid contact information to borrow materials.
4. Applicants under 18 years of age must have a parent or guardian's signature.
5. All library cards expire after one year but may be renewed.
6. Temporary cards may be issued to visitors for a \$10 fee
  - a. Temporary cards are reserved for non-residents, remain active for one year, and have an 8-item limit

### B. Lost or Forgotten Cards

1. Prompt notification of lost library card is required.
2. All borrowers are expected to present their library card when they intend to access services.
3. Lost library cards can be replaced for a \$2 fee

### C. Loan Periods

1. There is a 15-item limit per card; 3 of those items may be DVDs.
2. Checkout Periods

Books	3 Week Checkout
Audiobooks, CDs, E-readers	3 Week Checkout
Periodicals	2 Week Checkout
DVDs & Games	1 Week Checkout
Equipment (Laptops, Projector, etc.)	1 Week Checkout
Headsets, Meeting Room Tech	In-House Checkout Only

\*Borrowers under 18 will need parent/guardian signature

3. Items may be renewed either in person, online, or over the phone, unless there is a hold on the item. Equipment cannot be renewed.
4. Generally, Reference books do not circulate.
5. The Staff may establish a loan period for special collections, or items that are in great demand.

#### **D. Holds**

Borrowers may place a maximum of five holds either in person, online, or over the phone.

#### **E. Fines and Charges**

1. DVDs incur a \$0.10 fine for every business day late.
2. There are no daily fines on other library material. After 30 days past the due date, a \$10 collection fee will be charged
3. The borrower is responsible for materials until the materials are checked in through the Library's system by library staff.
4. When any item is not returned within 45 days following the due date, the borrower will be billed for the cost of replacement.
5. Fines over \$10 must be paid before the borrower can check out additional items.

#### **F. Print Service**

1. Printing in black ink only is \$.20 per page
2. Printing in color ink is \$.50 per page
3. All Nonprofit printing and the printing of financial documents during tax season is \$.10 per page for black ink only
4. Student printing is free for the first 5 pages
5. Faxing services are \$.50 per page, not including cover page
6. Abuse of printing services may result in the loss of patron's privilege to use library equipment and electronics

#### **G. Damaged or Lost Materials**

If materials are lost or damaged and unsuitable for the collection, the borrower must pay the replacement cost.

#### **H. Confidentiality**

Please see MPL Confidentiality Statement.

#### **I. Equipment**

1. Borrowers must have a completed Equipment Use Agreement on file before checking out any equipment.

2. Equipment check-outs have a week-long buffer period for that equipment type. (Ex. After returning a laptop, that borrower must wait one week to check out a laptop again.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_  
President, Board of Trustees

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Circulation Policy – Revised October 2023