

Circulation Policy (2023)

Approved 3/20/2023

The Circulation Policy (2023) applies to Wead Library items unless otherwise noted.

Loan Periods

Wead Library items may circulate for the following periods:

Item Type	Loan Period
Print Books	28 days
Great Courses	28 days
Adult Audiobooks (CD)	28 days
Young Adult Audiobooks (CD)	28 days
Juvenile Audiobooks (CD & Cassette)	14 days
Magazines	14 days
DVDs	14 days
Kits	14 days
New Arrivals (Adult Fiction & Nonfiction)	7 or 14 days
Passes	3 days

*Not all Wead Library items are available for circulation.

Items owned by other libraries in the Clinton-Essex-Franklin Library System (CEFLS) may circulate for different periods. All inter-library loan (ILL) materials from outside CEFLS circulate for 14 days, regardless of item type. First time borrowers are limited to three items at check out. After these items are returned, borrowers may have a total of 50 items checked out on their card.

E-Materials

Patrons may access e-materials (e-books and e-audiobooks) with their library card. These collections are managed by the CEFLS headquarters, but circulation restrictions are often determined by the vendor.¹

Requests & Holds

The most efficient methods for requesting items are through placing requests on the online catalog, calling the library, or asking in person. Patrons may have a combined total of 10 requests and items on hold. Once requested items arrive and are placed on hold for patrons, the item will remain on hold for eight days. Patrons should contact the Wead Library if there are questions about items placed on hold.

Renewals

Patrons are guaranteed one renewal for Wead Library items. Most Wead Library items may be renewed a 2nd time if there is no request list. New Arrivals (Adult Fiction & Nonfiction), Passes, and ILL items from outside CEFLS cannot be renewed. Items belonging to other CEFLS

libraries may only be renewed one time. Patrons should contact the Wead Library to request permission for additional renewals from the lending library.

Overdue & Lost Items

Overdue notices will be sent to the mailing address on the patron's account. A 1st Overdue Notice is sent out 2 weeks after an item is due. The Final Overdue Notice is sent out 6 weeks after an item is due, and patrons may also be contacted by phone.

Each borrower is responsible for all materials on their card. Although the Wead Library does not charge fines for late materials of Wead Library items, the borrower is responsible for returning materials on time. However, borrowers may be charged the following total or partial fees for damaged or lost Wead Library items based on the Collection Management Policy (2021) and other factors:

Item Type	Fees
Adult Print Books	\$20.00
Adult Paperback Collection Items	\$2.00
Young Adult Print Books	\$10.00
Children's Print Books	\$10.00
All Audiobooks (CD & Cassette)	\$20.00
DVDs	\$5.00
Kits	Fees may vary based on replacement costs.

*Fees for damaged or lost item types not listed here may vary.

A patron may provide a new exact replacement copy if a Wead Library item is three years old or newer. Wead Library items four years old and older may be replaced with items on the Library's Wish List in the same category as the lost or damaged item. The Wead Library has the final authority to determine the acceptability of the replacement item. The Wead Library does not offer refunds for lost or damaged items paid. Fees may be paid in cash or checks made payable to the Wead Library; at this time, the Wead Library is unable to accept credit or debit payments.

Borrowing privileges are suspended when a patron owes more than \$20.00 in fees on their account. Patrons with \$20.00 and under in fees may be permitted one checkout, but the lost or damaged item(s) must be returned, replaced, or paid before next checkout. Patrons with over \$20.00 in fees will not be permitted checkout until the lost or damaged item(s) is(are) returned, replaced, or paid.

Other CEFLS Items

For questions about other materials owned by other libraries in the CEFLS, please refer to the policies of CEFLS and member libraries.

¹ Clinton-Essex-Franklin Library System. (n.d.) *FAQ*. <https://cefls.org/home/about-us/faq/>