

Card Holder’s Statement of Responsibility:

Borrower’s must understand their responsibility as stated here (and as printed on each library application): “I understand when I receive my Indian River County Library System library card that I am responsible for following all library policies and procedures with regard to the borrowing and returning of library materials. I am responsible for all materials checked out of the library system on my library card and will pay all appropriate charges for lost or damaged materials and for materials returned after their due date. Failure to return library materials may also be in violation of local ordinances and could result in a misdemeanor charge being filed.” Adults co-signing a minor’s application are also subject to the above.

Circulation Matters

Circulation Procedures

Library materials are available to be borrowed by persons who hold a valid library card for the following loan periods:

Circulating books, magazines, and audiobooks	<u>28 days</u>	Deleted: 2 weeks
Reference books (requires a deposit set at the Director’s discretion)	24 hours	
All audiovisual materials (CD’s, DVDs, etc.)	1 week	
Audiovisual Equipment	24 hours	

Number of Items Allowed:

Circulation books	<u>50 per card</u>	Deleted: 20 per card
Audiovisual materials	<u>5 per format per card</u>	Deleted: 3 per format per card
Magazines	5 per card	

Circulating items may be renewed unless there is a reserve from another patron placed on the items. Patrons may renew online.

Circulating items may be reserved. If the item (s) is not picked up within 7 days, a .25 charge will be assessed. Items may be reserved online. Deleted: in the allotted time

Items are considered overdue or late when they are returned one or more days following the due date. Fines will be charged and collected. Fines will be attached to the patron’s card when late items are returned and fines unpaid.

Fines are:

Books and magazines	25 cents per day
Audiovisual items	50 cents per day
Equipment	\$25.00 per day

Fines will not exceed the cost of the item.

Lost or damaged items are the responsibility of the borrower. Costs associated with replacing the items lost or damaged are determined by the replacement cost and any re-processing fees. (If the item is part of a set and the entire set must be re-purchased, than that is the replacement cost.)

Emails are sent one day prior to the due date as a reminder. Emails are sent to inform patrons that their items are overdue at the 2 week mark and another email at one month. Then a bill is emailed at 6 months.

Fines and other fees may change due to budgetary issues.

Failure to Return Indian River County Property

Failure to return county property could result in the negligent borrower being charged with a misdemeanor offense. Legal action could be taken by the Indian River County's County Attorney's Office.

Interlibrary Loans

The Indian River County Library System will make every reasonable effort to obtain for its users library materials that may be borrowed from other libraries. Users must have a valid library card in good standing in order to use the interlibrary loan service. The library system recognizes that interlibrary loan is a service that always requires the cooperation of another library and that the cooperating library's policies and procedures must be followed.

Requests are limited to 3 active requests at a time, no audiovisual materials are loaned by other libraries, and no items published in the current year are loaned by other libraries.

If the lending library levies charges for postage, handling, or the copying of materials, that charge will be passed on to the borrower requesting the material.

Lost or damaged materials will be charged to the user to reimburse the lending library. Failure to pay for overdue, lost, or damaged interlibrary loan materials will result in a "stop" on the patron's library card to discontinue future use.