

**Lisle Free Library**  
***Policy Daily Operations***  
***Policy I-B (i) "General Circulation"***

**Effective Date:** 4/3/2014

**Application:** Patrons

**Statement of Purpose:** The Lisle Free Library exists to provide quality service to the residents of Lisle, New York and adjacent communities including access and borrower's privileges of the Library's lending materials available in a variety of formats.

**Policy:** The overall lending policy for the Lisle Free Library is as follows:

- 1) Patrons must present their library card to check out materials.
- 2) There is an overall limit of (10) items at one time per family, (5) children's items total per visit.
- 3) Borrower privileges must be renewed every (3) years.
- 4) All items have a loan period of (3) weeks with the following exceptions:
  - a. Juvenile and Adult DVD loan for (7) days.
  - b. TV Series loan for (14) days.
  - c. Magazines loan for (7) days.
- 5) Items requested by a Lisle Free Library patron for pick-up at the Lisle Free Library will be held as a "hold" for (7) calendar days for the patron to collect. There is a limit of (10) "holds" per patron at any given time.
- 6) A patron may request to renew a checked-out item. Such requests are subject to the following restrictions:
  - a. All items (with the exception of new items) may be renewed twice if there are no holds pending.
  - b. New items may be renewed once if there are no holds pending.
  - c. Renewal requests may be made by phone, email, in person, or online.
- 7) Late or lost items are subject to the following penalties:
  - a. All items have the grace period of (1) day.
  - b. Patrons are fined \$1.00 per day for each overdue video and audio item. All other items are fined \$0.10 per day for each item. (Minimum fine amount is \$0.20 per item.) No fines will accrue for juvenile materials.
  - c. The maximum cumulative fine per item is \$5.00. Once the maximum fine amount is accrued, then the full replacement value of the item is due.
  - d. Any patron owing more than \$1.00 will be denied computer privileges until either the item is returned or the fine is paid.
  - e. Any patron owing more than \$5.00 will have their borrowing privileges suspended until either the item is returned or the fine is paid.
  - f. At the discretion of the Library Director, a donation may be accepted in satisfaction of outstanding fines in extenuating circumstances.
- 8) If an item is damaged beyond repair, the patron is required to pay the replacement cost in full before borrowing privileges can be restored.

**Responsibility:** All library staff is responsible for the enforcement of the “Circulation and Interlibrary Loan” policy.

**Approved:** 4/3/2014 by the Lisle Free Library Board of Trustees

**Revised:** 12/3/2018 by the Lisle Free Library Board of Trustees