LINCOLN COUNTY LIBRARY
EUREKA. LIBBY. TROY.

CIRCULATION OF MATERIALS

CIRCULATION RULES

The following circulation rules apply to library materials (including materials borrowed through Partners Resource Sharing Group:

Adult Collection (including Montana Collection)

NEW materials	14 days
Books/audiobooks	28 days
DVDs	14 days

Young Adult Collection

NEW materials	14 days
Books/audiobooks	28 days
DVDs	14 days

Children's Collection

NEW materials	28 days
Books/audiobooks	28 days
DVDs	14 days

The Archives Collection does NOT circulate.

If an item is not available for check out (such as reference or archives materials), up to 5 pages may be copied at no charge. Each reference material photocopy after the initial free five pages is $.10 per copy for B&W and $.50 per copy for color.

Two renewals are allowed per item, unless another patron in Partners Resource Sharing Group has a hold on the item.

Items borrowed through interlibrary loan are exempt from the above circulation rules. Please see the "Interlibrary Loan" section of this policy

OVERDUE NOTICES AND SUSPENSION OF BORROWING PRIVILEGES

Patrons with an email address on file with the library will receive an overdue notice one week, two weeks and four weeks if an item remains overdue. After 90 days, the item is assumed lost, and a bill notice will be sent out automatically.

Borrowing privileges may be suspended for the following reasons:
1. Fraudulent information on the library card application
2. Incomplete library card application at the end of the probationary period

3. Patron refusal to provide library with current contact information
4. Three or more items overdue, regardless of due date
5. Fines totaling $10.00 or more
6. Disruptive or threatening behavior in the library – See our "Customer Conduct" policy for more information.

LOST/DAMAGED LIBRARY MATERIALS

There will be a charge for lost materials and library materials damaged through unintentional or intentional neglect. The total charge will consist of the retail price of the material and a $10.00 processing fee. A replacement copy of the lost or damaged item may be accepted in lieu of fines.

In the event a patron returns material thought to be lost and has paid the lost/damaged materials cost, a credit or refund cannot be given to the patron. The item is considered owned by the patron and not by the library. At this time, the patron may decide to donate the item back to Lincoln County Library.

INTERLIBRARY LOAN

In meeting its resource sharing responsibilities, Lincoln County Library uses the Montana State Library Interlibrary Library Loan (ILL) protocols and adheres to established local, state, and national resource sharing protocols for both borrowing and lending. Interlibrary Loan is separate from items borrowed through the Partners Resource Sharing Group and should only be used when an item in Partners cannot be located.

Interlibrary Loan is available to any patron with a valid library card and the willingness to abide by the following policies:
1. A patron may have up to three interlibrary loans in process at one time. ILL service is not available to patrons whose library privileges are suspended.
2. A patron is notified when an interlibrary loan is available for checking out. A patron shall have seven days to check out an interlibrary loan after notification.
3. If an interlibrary loan is not picked up within 7 days, the requesting patron will accrue a charge of $5 per item.
4. Patrons who have lost or damaged interlibrary loan material shall pay the fee assessed by the lending library.
5. Fines for overdue interlibrary loan materials will be $1.00 per item per day.
6. Patrons may request an interlibrary loan title once every three months.
7. Renewals for interlibrary loans may be made only if the lending library offers the renewal service. Renewals are NOT guaranteed.