

## **The Brookfield Library**

### **Policy 200: Circulation of Library Materials**

#### **Section 1: Free and Equal Access to Library Materials and Services**

The Brookfield Library Board of Trustees endorses the American Library Association's position on intellectual freedom that it is "*the right of every individual to both seek and receive information from all points of view without restriction.*" The Board of Trustees authorizes the library staff to provide free and equal access to library materials and services to all library users.

The Board of Trustees further believes that parents or guardians are responsible for monitoring and approving the selection of materials made by their children, and only they should restrict their children from access to library materials and/or services.

#### **Section 2: Limitations on the Number of Items that may be Borrowed**

Since we have a finite number of items in our collection, we limit the number of items patrons may check out to insure reasonable access for other library patrons. Please see Policy 200 Addendum: Circulation Rules and Guidelines.

#### **Section 3: Overdue Materials**

The Brookfield Library encourages patrons to return items on time. With the goal of reducing barriers to access, The Brookfield Library has eliminated charging most fines for materials that are returned shortly after the due date. Please see Policy 200 Addendum: Circulation Rules and Guidelines.

#### **Section 4: Replacement Costs for Lost or Damaged Materials**

Library users will continue to be charged for lost or damaged materials. If materials are more than 30 days past due, they will be marked "lost." Patrons will be billed the replacement cost for the item and borrowing privileges will be suspended. Borrowing privileges will be reinstated upon return of the item or after payment for the lost item is received. Please see Policy 200 Addendum: Circulation Rules and Guidelines.

#### **Section 5: Suspension of Library Card**

Brookfield Library card holders will have their library borrowing privileges suspended whenever they exceed the monetary limit imposed for unreturned or damaged items, as specified in Policy 200 Addendum: Circulation Rules and Guidelines.

#### **Section 6: Special Considerations**

Patrons who have significant extenuating circumstances related to unreturned or damaged library materials should contact the library director or assistant library director to discuss the matter.

#### **Section 7: Policy 200 Addendum: Circulation Rules and Guidelines**

The library director will present the rules and guidelines related to Policy 200 to the Library Board of Trustees as changes occur.

**Adopted by the Library Board of Trustees June 8, 1998.**

**Revised September 24, 2003; February 27, 2008; March 23, 2011; December 8, 2013; August 24, 2022**

Policy 200 Addendum: Circulation Rules and Guidelines

Type of Material	How Many?	How Long?	Renewable?*	Overdue Fine Per Day	Maximum Fine	Replacement Cost
<b>New Books (less than 6 months old)</b>	Unlimited**	14 days	Yes- 2x	None	None	Actual cost to library
<b>Books (older than 6 months)</b>	Unlimited	21 days	Yes -2x	None	None	Actual cost to library
<b>Reference Books</b>	Unlimited	3 days	Yes – 2x	None	None	Actual cost to library
<b>Magazines</b>	Unlimited	14 days	Yes – 2x	None	None	\$5 per issue
<b>Audiobooks</b>	Unlimited	New – 14 days Other – 21 days	Yes – 2x	None	None	Actual cost to library
<b>Music CDs</b>	Unlimited	21 days	Yes -2x	None	None	Actual cost to library
<b>New DVDs</b>	3 per family	3 days	Yes – 2x	None	None	Actual cost to library
<b>DVDs (older than 6 months)</b>	Unlimited	14 days	Yes – 2x	None	None	Actual cost to library
<b>Museum Passes</b>	1 per family	3 days	No	\$10/day	\$50	\$25 or actual cost, whichever is greater
<b>WiFi Hotspots***</b>	1 per family	14 days	No	\$5/day	\$50	Actual cost to library
<b>STEAM Kits</b>	1 per family	14 days	No	\$5/day	\$50	Cost on tag
<b>Early Literacy Backpacks</b>	Unlimited	14 days	No	\$5/day	\$50	Actual cost to library
<b>Lost Library Card</b>	N/A	N/A	N/A	N/A	N/A	\$1
<b>Suspension of Borrowing Privileges</b>	Fines totaling more than \$20 will result in a suspension of borrowing privileges.					

\*Items are renewable only if no one else is waiting for the item

\*\*Children’s subject books and holiday books are limited to 3 per subject

\*\*\*Must wait 3 days in between checkouts