

# MISSOURI EVERGREEN CIRCULATION POLICY

## ***RESPONSIBILITY OF BORROWING LIBRARIES:***

Each library should provide the resources to meet the ordinary needs and interests of its clientele.

The staff of each library should be familiar with, and assist the patron in the use of, relevant interlibrary loan documents and aids.

The safety of borrowed materials is the responsibility of the borrowing library from the time the materials leave the lending library until the materials are received back by the lending library.

The borrowing library and its users must comply with the conditions of the loan established by the borrowing library.

## ***Borrowing Privileges***

A patron must present a library card and/or identification each time they wish to borrow materials and their account must be in good standing with their local library to borrow materials.

~~A maximum of 5 items may be requested simultaneously on Inter-Library Loan. Limits are calculated at the consortium level and not at the library level.~~

## ***Fines/Fees***

The policies of the borrowing library will govern the amount and timing of any fines or fees associated with the transaction.

Payment for lost **and damaged** materials will be handled between the lending and borrowing libraries. It is the responsibility of the borrowing library to collect fines or fees from their patron.

## ***Material Loan Period***

The loan period of the borrowing library shall govern how long a patron may retain a loaned item. Member libraries shall be responsible for the prompt return of loaned materials. The responsibility for prompt return and lost materials rests with the borrowing library.

## ***Lost Items***

~~A patron must inform the local library staff that an item is "LOST."~~ The price of the **lost** item and any outstanding fines and fees, plus a processing fee per item if applicable, will be assessed to the borrowing library. A patron is encouraged to notify the library that an item is "LOST" to stop the accruing of additional overdue fines.

Some Missouri Evergreen Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services may be added to the amount due.

## ***Recovering Lost Items and Refunding Payment***

The rules of the borrowing library will govern the procedures for recovery of lost items and refunding of payments. Third party collection fees will not be refunded.

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## ***Renewals***

~~Patrons may also renew their items via the online “My Account” feature. The rules of the Borrowing Library will govern any renewal request. In no case shall more than one renewal be allowed.~~

Certain categories of materials are not eligible for renewal. If a “HOLD” has been placed on an item, it may not be renewed.

## ***Hold and Intra-Missouri Evergreen Lending***

The availability of items for loan is dictated by the policies of the lending library. Some Missouri Evergreen libraries may impose a fee for failure to pick up a hold.

~~Patrons may have 5 unfilled holds in the system.~~

Patrons will only be allowed to borrow materials through established procedures; no in person borrowing at member libraries is implied.

## ***RESPONSIBILITY OF LENDING LIBRARIES:***

The decision to lend materials is at the discretion of the lending library. Each library is encouraged to generously interpret its own lending policy.

The lending library should process requests promptly. Conditions of the loan should be clearly stated. Materials should be packaged carefully and contain the Missouri Evergreen transit slip.

Requested materials should be forwarded and returned between libraries using the Statewide Courier System.