

Piedmont Valley Library Circulation and Fees Policy
Effective March 23rd, 2020

LOAN PERIODS

ITEM	LOAN PERIOD	RENEWAL	DAILY FINE	MAX. FINE	REPLACEMENT COSTS (lost or damaged)
BOOKS	3 weeks	3 weeks	.10	\$3	Cost for new replacement plus \$5 fee
AUDIOBOOKS ON CD & PLAYAWAYS	3 weeks	3 weeks	.10	\$3	Cost for new replacement plus \$5 fee
NEW DVD -LIMIT OF 2 AT A TIME PER ADULT PATRON	1 week	1 week	.10	\$3	Cost for new replacement plus \$5 fee
DVD*	1 week	1 week	.10	\$3	Cost for new replacement plus \$5 fee
<i>*A total of five (5) DVDs may be borrowed at a time per adult patron account with a maximum of two (2) NEW DVDs included in the five.</i>					

NOTES:

- Patrons are responsible to know when their item is due and to renew if necessary. Automatic e-mail reminders may be set up on the patron's online account. Depending on the staff's available time, a courtesy phone call or email reminder might be made but is not to be expected.
- Renewals may be made in person, by phone, email or by the patron with their online account.
- Renewals may be blocked because of:
 - 1) Holds on that material
 - 2) An overdue fine balance that exceeds \$10
 - 3) Blocked library card for other reasons (address block, billed block, expired card, borrowed items are 30+ days overdue).
- Downloadable privileges are also blocked whenever a library card is blocked.
- Patrons with restricted accounts may not open accounts for anyone else. Any minor account(s) connected to a restricted adult guarantor account will also be restricted. Parents or guardians are responsible for the delinquent accounts of their minor dependents.
- Piedmont Valley Library does not issue refunds.
- Reference materials may not be borrowed unless by special arrangement with the librarian.

BILLS

-After 30 days past the due date, a bill will be mailed to the borrower for the replacement cost plus a \$5 fee per item. The fee equals the accrued fines plus a processing fee. Any bills not reconciled within three months of the bill date will be turned over to the City of Piedmont Finance Officer to be handled as a delinquent debt.

-Bills must be reconciled before an account may be cleared, even if the materials were returned. If items are returned within one month past the bill date, the bill may be negotiable with the librarian.

APPEALS

Patrons who are denied library privileges may appeal this decision to the Piedmont Valley Library Board of Trustees for review. Their decision will be final.

OTHER FEES

Photocopies/Printouts	.15 per page/side	Library patron is responsible to follow all copyright laws
Interlibrary Loans	Patrons are charged for ILLs only if the library is charged.	Refer to PVL Interlibrary Loan Policy.
Test Proctor	No fee but a donation to the library is appreciated.	Arrangements must be made at least a week in advance.

Revised and adopted March 23rd, 2020
Piedmont Valley Library Board of Trustees

Phyllis Stevens, Chair