

# City of Camarillo Public Library

## CIRCULATION POLICIES

Adopted December 8, 2010

### I. LIBRARY CARDS

To check out materials, each library patron must have a valid, barcoded library card. There is no charge for the initial library card for any applicant. There is a \$1.00 fee for replacing a lost, stolen, or damaged card. Library cards are non-transferable.

### II. LOAN PERIODS AND NUMBER OF RENEWALS ALLOWED

Some reference materials may circulate for 7 days at the discretion of library staff.

Books, sound recordings, and magazines check out for 21 days (three weeks) and can be renewed one time provided no other patron has placed a hold on the item.

Up to 10 DVDs per library card can be checked out for 7 days and can be renewed one time.

Renewals may not be available on certain designated items.

### III. HOLDS

If an item is not available, a patron can place a hold on it. When available, it will be held and the patron notified that it is available for pick-up. There is no charge for placing a hold on an item available via the Camarillo Public Library catalog. Holds may not be placed on certain designated items.

### IV. INTERLIBRARY LOAN

If an item is not available to borrow from the Camarillo Public Library's catalog, the item can be requested via Interlibrary Loan from another library system.

Renewals may not be available on certain designated items.

### V. FINES

Fines are calculated on the number of days that the library is open. No fines are charged for materials lost in natural disasters (fire, flood, death) with an accompanying insurance, police or fire report.

Overdue fines for all items checked out of the Camarillo Public Library are \$.20 per item per day with a maximum of \$10.00 per item. Patrons owing \$5 or more in charges will not be allowed to check out materials until their fine is paid.

## **VI. RECOVERING OVERDUE MATERIALS**

The Camarillo Public Library will send an overdue notice to a patron 14 days after an item is due. At 28 days after the item is due, a second notice and bill is sent to the patron requesting that the item be returned and fines paid or the cost of the item plus a processing fee of \$10 per item be paid. Six weeks after an item is due, the Camarillo Public Library will send the patron's account to a collection agency.

The Camarillo Public Library uses a collection agency to recover lost materials with a value over \$50. At 14 days following the second notice, the account is referred to the collection agency and a fee of \$10 is added to the patron's account.