

Library Materials Lending Policy

Anyone borrowing materials from the Blackfoot Public Library must have a current Library Card in good standing. "A current Library Card" is one issued by or accepted by the Blackfoot Public Library. "In good standing" means Library privileges have not been discontinued for cause.

All Library materials shall be available to Patrons holding a current Library Card without regard to age, race, gender, religion or national origin.

The standard circulation period for all materials shall be two weeks. The Library Director may approve exceptions to the two-week circulation period. The current exceptions are:

New Adult Fiction items circulate for 7 days (1 week).

DVDs circulate for 7 days (1 week).

Book Club Kits circulate for 8 weeks.

Any library card, in good standing, may have up to forty (40) items checked out at one time.

Library Materials may be renewed in person, by phone, or on-line. Materials may be renewed for a maximum of 4 times with the following exceptions:

DVDs are limited to one renewal.

If a hold exists on an item, that item may only be renewed once.

The circulation system currently being used by the Blackfoot Public Library allows Patrons to renew materials electronically, independently, a maximum of 2 times. The remaining 2 renewals may be obtained with assistance from a Staff Member.

Overdue items are subject to a fine of ten cents (.10) per item, per day. The total fine on any one item shall not exceed the listed cost of that item. The fee for a lost item is the current replacement cost of the item, as assigned by the Library. The only exception is for DVDs. (See Lost, Damaged, Refund Policy.) If any Patron accrues \$5.00 or more in fines, the Patron's library card is considered not in "good standing" and library privileges shall be discontinued until payment is made to bring the amount below \$5.00.

Fines for Overdue Materials and Fees for Service shall be set by the Board of Trustees, and shall be reviewed every January.

Circulation limits, loan periods, and any fines or fees may be adjusted individually, case-by-case, at the discretion of the Library Director.

Revised: 3-6-17

Policy Committee: 11-5-18

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