

# Burlington Public Library Circulation Policy

Loan periods and renewal limits are defined to maximize circulation and use of materials. The goal is to allow borrowers time to make use of materials, while also limiting the time so that materials can come back for others to use. Materials may be renewed only if no other borrower has placed a request for the item. Automatic renewals will be made, if eligible. Renewals also can be made at the self checkout stations, at the Customer Service desk, from the library website ([www.burlington.lib.ia.us](http://www.burlington.lib.ia.us)), or by phone (753-1647).

## Loan Periods and Renewal Limits

Equipment	1 week	0 renewal
New Fiction/Magazines for Adults	1 week	3 renewals
DVD/Blu-Ray/Video Games		
Digital Library downloads	vendor defined	varies
Create Collection	3 weeks	0 renewal
All other materials	3 weeks	3 renewals

If the item is not returned after 7 days from the due date, the lost fee will be charged. If the item is returned within 30 days, the lost fee will be removed. Checkout is not allowed when a card has over \$10 in fees or has fees over one year old.

## Lost or Damaged Packaging Fee

AV case (includes case, barcode, security, and insert)	\$5.00
Barcode, security tag, or paper insert/sleeves individually only	\$1.00
Kits and equipment	As noted in kit

## Checkout Limits

	Total items on an account at one time
New Card Holder Account	10 items
Guest Status (Temp)	2 items
Other Account Types	50 items
Video Games	2 items
DVD/Blu-Ray	20 items
Payment Plan status (Accounts with fees between \$5 and \$50, if 10% of fee paid at each checkout)	2 items

## Other Fees

Faxing (sending only)	No Charge/Donations Welcome
One-on-one appointments	No Charge/Donations Welcome
Scanning from copier and from microform	No Charge/Donations Welcome
Notary	No Charge/Donations Welcome
Proctoring tests	No Charge/Donations Welcome
Printing and Copies, including microfilm	\$ .10 black/white \$ .25 color

Ear Buds	\$1.00
Flash Drives	\$5.00
Laminating Service	\$1.00 per foot
Interlibrary Loan not picked up	\$3.00
Local History Searches: Obituaries or Furniture	\$5 per search
GovPayNet Service Fee	\$1.50 for charges up to \$50
For credit/debit transactions	\$1.75 over \$50, under \$75
Set by City Contract with GovPay	\$3.00 over \$75, under \$100
	\$5.00 over \$100, under \$150
	\$7.00 over \$150, under \$200

Last approved by the Library Board of Trustees, August 24, 2022