**WEYAUWEGA PUBLIC LIBRARY CIRCULATION POLICY (12/2021)**

**LOAN PERIODS:**   
All items are allowed 3 renewals, except if they are on holds lists, are out-of-system interlibrary loan, or are designated short loan

**28 day circulation - Books, Audio books  
14 day circulation - Music, Magazines, Short loan (no renewal), Laptops (no renewal)   
7 day circulation - Movies (DVD, Blu-ray, etc.)**

1. Maximum checkout total is **75 items**  
2. Movies and music are limited to **25 per person** for the designated loan period  
3. Card holders are limited to **25 Infosoup holds**

**OVERDUE LIBRARY MATERIALS:**  
1. Due to the pandemic, we are not currently charging overdue fees. However the responsibility for payment for lost, damaged or stolen items still rests with the patron. It is the  
expectation that the patron will make every effort to return materials by the due  
date.  
2. No card holder with billed materials over $5.00 will be allowed to check out additional  
materials.  
3. As a courtesy, patrons will be notified of overdue materials as designated on the  
application form.  
4. Schedule for overdue notices and bills is as follows:  
 a. The first overdue notice for all materials is generated 3 days after  
 the due date  
 b. A bill will be generated when the item(s) are not returned after 28 days. It will be  
 mailed to the patron.  
 c. Items from other libraries will be subject to policies of owning library.

**LOST OR DAMAGED MATERIALS:**  
1. If an item is lost or damaged, the patron will be billed for the replacement cost  
2. Patron accounts with bills for unreturned or damaged items of $50 or more will  
 be turned over to a collection agency. A $10 nonrefundable fee will be added to  
 the account. Library patrons with unpaid bills that have gone to collections will not be allowed to borrow materials from the library until the balance is paid in full.  
3. The Library is not responsible for damage done to personal equipment while using  
library materials.

**REFUNDS:**  
If the lost item is returned within 30 days after the bill is paid, the patron may be refunded  
the cost of the item. The decision to refund payment will be made at the  
discretion of designated library personnel. Materials belonging to other libraries will be  
excluded from this policy.