

## **I. Borrowing**

- a. Borrowers must have a valid PINES library card in their possession to checkout library materials.
- b. Your PINES card can be used to check out materials from any participating PINES library throughout the State of Georgia.
- c. Responsibility for materials or fines owed to other PINES libraries may affect borrowing privileges at your home library and all PINES libraries.
- d. Items will accrue fines for each day beyond the due date the item borrowed is unreturned or un-renewed.
- e. Charges for damage to materials beyond reasonable wear will be assessed.
- f. Borrowers will be held responsible for all materials checked out to their Library card and for all fines accruing on same. Patrons are urged not to lend their cards.
- g. Patrons may place a hold on items that are currently circulating.
- h. Patrons with a valid and non-delinquent library card may check out a maximum of 50 items, of which not more than 15 can be DVDs, at any given time.
- i. Patrons losing an Interlibrary Loan will not be able to order additional ILL materials until the lost item and any associated overdue fines are paid.
- j. The library may be unable to process ILL requests for borrowers who lose 2 or more Interlibrary Loan items
- k. Library staff, not borrowers, must perform shelf checks to retrieve items claimed returned by borrowers

## **II. PINES Card**

- a. All residents of Georgia are eligible for a PINES card.
- b. A \$2.00 fee is charged to replace a lost library if the card is not expired.
- c. A worn out keychain cards will be replaced for free with the return of the wallet card with the same card number.
- d. Nonresidents of Georgia may apply for a PINES library card by paying an annual nonresident fee of \$25.00 or \$12.50 for ½ year. Limitations apply. Nonresident cards will be blocked after an item becomes overdue.
- e. Patrons must give immediate notice of lost or stolen cards prior to any unauthorized use of the card.
- f. Parents or guardians will be responsible for all materials checked out by immediate members of the family for whom they are responsible that are under 18 years of age.

## **III. Loan Period**

- a. Most books and other materials will be loaned for a period of 2 weeks and can be renewed twice.
- b. Items may be renewed by phone but only with the library card number.
- c. Due dates will not fall on days the library is closed.
- d. Items that are on a waiting list may not be renewed.
- e. The loan period of Interlibrary Loan materials will be determined by the lending library and will vary from system to system.

#### **IV. Fines and Fees**

- a. .20 cents/day will be charged for each item for each day the item is overdue and will max out at \$10.00 for each items
- b. \$1.00 per/day will be charged for overdue Interlibrary Loan materials.
- c. \$1.00 per/day fine on overdue "lucky day" materials.
- d. \$3.00 overdue fines on library passes
- e. \$50.00 replacement cost for a lost pass (museum, puppetry, zoo Atlanta, state parks)
- f. A \$2.00 fee is charged to replace a lost library card if the card is not expired.
- g. Worn out keychain cards will be replaced for free with the return of the wallet card with the same card number. Otherwise a lost card charge will apply.
- h. A one day grace period is given if an item is returned one day after an item is due
- i. Materials returned to after-hours book returned will be checked in at the start of business the next day the library is open.
- j. Materials check in date for items returned to outdoor book return boxes will be back dated to the last date the library was open.
- k. Processing fees assessed to lost items previously paid for are not refundable.
- l. Overdue fines on items reported as lost are waived and retail cost plus a \$10.00 processing fee is charged.
- m. Overdue fines waived on lost items being returned are re-assessed.
- n. Processing fees are non-refundable
- o. A \$30.00 fee is charged by the county for a returned check. Initial charges are reassessed to the account. Proof that the amount of the check in addition to the return check charge has been paid must be submitted in order to clear the account. The library will no longer accept checks from borrowers with returned check.

#### **V. Lost Items**

- a. Items more than 180 days overdue will be considered lost and the retail cost of the material in addition to a \$10.00 processing fee per/item will be assessed. Existing overdue fines are waived.
- b. When items, previously marked lost, are returned, any overdue fines existing at the time the item was reported lost are re-assessed to the card or deducted from any refund. Processing fees are not refundable.
- c. Lost items belonging to other PINES libraries will affect borrowing privileges at all PINES libraries.
- d. Patrons losing an Interlibrary Loan will not be able to order additional ILL materials until the lost item and any associated overdue fines are paid.
- e. Replacement cost of rare and valuable material will be determined on an individual basis by the Library Director.

#### **VI. InterLibrary Loans**

- a. The library will borrow items not owned by any PINES library through the Library's Interlibrary Loan process.
- b. Patrons losing an Interlibrary Loan item will not be able to order additional ILL materials until the lost item and any associated overdue fines are paid.
- c. The library may be unable to process ILL requests for borrowers who lose 2 or more Interlibrary Loan items

## **VII. Damaged Items**

- a. Borrowers are responsible for inspecting materials for damage prior to check out. If damage is present, the patron must notify circulation staff prior to check out.
- b. Charges for materials returned damaged will be based upon periodically established rates as determined by Library Director.
- c. Damaged items will be held for 45 days after the patron's account has been charged and the patron has been notified by phone and/or email. After that, the items will be repaired and put back into circulation or discarded.

**Refer to Local and PINES Policies for additional policy information**