

# Burlington Public Library

## Loans, Renewals, Fines, and Fees

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

Express Books. Express DVDs, 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

Late fines were designed to encourage borrowers to return materials in a timely manner. The goal is materials retrieval for use by other community members. There is a five day grace period. Overdue fines stop at the price of the item or at \$10.00 whichever is less. If the item is not returned after 30 days from the due date, the lost fee (the cost of the item plus a \$5 processing fee) will be charged. Checkout is not allowed when a card has over \$10 in fees or has fees over one year old.

### Late Fines per day

DVD/Blu-Ray, Express Items, Games, Equipment	\$1.00
Downloadable items	No late fines
Print materials in Children's and Tween areas	No late fines
All other materials	15¢

### Lost or Damaged Packaging Fee

AV case (includes case, barcode, security, and insert)	\$5.00
Barcode only	\$1.00
Security tag only	\$1.50
Paper Insert or sleeves only	\$1.00

### Checkout Limits

New Card Holder Account	10 items at a time
Temporary Account	2 items at a time
Other Account Types	50 items at a time
Video Games/Express Items	2 items at a time
DVD/Blu-Ray	12 at a time
Payment Plan status (Accounts with fees between \$5 and \$50, if 10% of fee paid at each checkout)	2 items at a time

### 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
Printing and Copies	\$.15 black/white \$.50 color
Microform Printing	\$.15
Ear Buds	\$1.00
Flash Drives	\$5.00
Replacement Library Card	\$1.00
Laminating Service	\$1.00 per foot
Interlibrary Loan not picked up	\$3.00
LCD Projector Check Out	\$10.00
Proctoring tests	\$10.00 per test, \$5 for cardholders
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 \$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 19, 2020