

Salida Regional Library
CIRCULATION AND INTERLIBRARY LOAN POLICY(ILL)

Cardholders may borrow library materials according to the following details:

1. Library card types and check-out limits

Adult resident	20 items
Juvenile (5ys to 6 th grade)	10 items
Visitor	5 items

Library cards are issued free of charge to local residents upon proof of residency. Salida Regional Library participates in Colorado's CLC program (or "Colorado Libraries Collaborate," a reciprocal borrowing program) such that visitors from other Colorado libraries may obtain library privileges here upon proof of residency in the service area of another participating library. Other visitors may obtain a temporary visitor card allowing them to check out five items; this card requires a \$25.00 deposit, which will be refunded when all items are returned.

Unused library accounts will be canceled periodically as part of database administration (the standard practice being to purge accounts unused for three years).

2. Circulation periods

Most circulating items check out for 3 weeks (except in a few rare circumstances). Items may be **renewed twice if and only if** the items have not been requested by other patrons.

Interlibrary loan check out periods (see # 5)

3. Requesting Items:

You may request an item listed in the catalog that is currently checked out or unavailable. When the item becomes available, you will be notified. The item will stay on the hold shelf for 7 days from receipt. The item must be checked out to the account on which it was requested, so you will need to have your library card available at check out.

The Salida Regional Library is part of the Marmot Library Network and Prospector, both consortia of libraries throughout Colorado. Salida cardholders may request items from other Marmot libraries and have the items sent to Salida for check out. The total number of hold requests you may have at one time on your library account is 20.

4. Fines and fees

Overdue fines	5 cents per day
Overdue fines, New items, Bingebox	25 cents per day
Overdue fines, ILL items	25 cents per day
	(Traditional interlibrary loan. See section 5)
Lost and damaged items	Library's replacement cost plus \$5.00 processing fee
Lost magazines	\$5.00
Lost ILL items	Lending library's applicable fees

Overdue and billing notices are sent by email or postal mail at 7 and 28 days overdue. After two months, the items are billed. The maximum overdue fine accrual per item is \$3.00. Patrons owing more than \$5.00 in fines and fees will not be allowed to check out additional items until their account is paid in full.

Accounts with items overdue 60 days or more may be sent to a collection agency for collection. When this happens, a fee of \$10.00 is added to the account to cover the costs to the library for this service.

5. Traditional Interlibrary Loan

The Salida Regional Library (Library) participates in a cooperative Interlibrary Loan (ILL) program with most other Colorado libraries, and many others in the United States. Requests are placed with other libraries by the Salida Regional Library on behalf of patrons.

Interlibrary Loans are available only for materials that the Library does not own. Please check our collection before submitting an Interlibrary Loan Request. If the Library owns the item, but it is currently checked out, the Library will place a hold on it for the Patron. Newly published or newly released items are generally not available via the Interlibrary Loan system. Please check with the Library staff to request a new item. Patrons may request up to five ILL items at one time as long as it does not exceed the 20 item hold cap (see #3).

Most Interlibrary Loan requests that can be filled within the state of Colorado arrive within two weeks. Requests from outside Colorado may take up to six weeks. Due dates are determined by the Lending Library. The lending period may be as short as ten days, though more typically three weeks, and these materials typically may not be renewed.

Patrons using Interlibrary Loan agree to accept the rules of the lending libraries including fines for over dues and fees for loss or damage. Such fees at university libraries are often higher than at public libraries, and patrons should keep this fact in mind.

With traditional Interlibrary Loan, libraries occasionally impose lending fees, which will be passed on to the patron, but Salida Regional Library staff will check with patrons before agreeing to such a loan fee. These items must be returned to Salida Regional Library (not to another library, including the owning library) for proper accounting.

Notification of holds awaiting pick-up will be made by email, text (through Shoutbomb), or postal mail, depending on how patrons have set up their accounts.

6. Return of library materials

Library materials may be returned at the main desk, inside book drop or outside at the “Book Return” box. We ask that audio-visual materials NOT be returned in the outside Book Return, since they are easily damaged this way.

Library materials may also be returned at other libraries around the state to be returned by library courier (most public libraries will do this under the CLC program, a reciprocal borrowing arrangement among Colorado libraries). Materials returned this way do not get checked in until they arrive at Salida Regional Library, and it is possible fines may accrue during this time. Check with the specific library about returns before assuming they are part of the courier system.

The Salida Regional Library **Circulation and Interlibrary Loan Policy** was adopted and approved by the Salida Regional Library Board of Trustees on May 26, 2015. Revised April 24, 2018, reviewed March 26, 2019. Adopted with changes February 23, 2021.