

## Sage Library System Circulation Policy

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*Approved 10/2002*

Public libraries that use Millennium for circulation (circulating libraries) will extend library privileges to any patron with a card in good standing from any circulating public or academic library in the Sage Library System.

Circulating academic libraries will extend non-student level privileges to any patron with a card in good standing from any circulating public or academic library in the Sage Library System.

- Patrons will be responsible for following all rules and policies of any library they use.
- Patrons will be responsible for all fines or fees incurred at any library they use including lost or damaged material charges.
- Patrons will be responsible for returning checked out library materials directly to the lending library unless interlibrary loan is used. Interlibrary loan materials will be returned directly to the borrowing library.
- If patrons return items to a library that is not the lending library, the patron can be assessed a \$2.00 postage charge per item for the return of materials by the library that receives those items if courier service is not available.
- The lending library will be responsible for getting items returned from patrons. Overdue notices will be the responsibility of the lending library.
- The patron's home library will be responsible for keeping patron records up to date and accessible to all other circulating libraries.

*Approved 06/2003*

For optimal control and efficiency, it is recommended that there be only one public library record per patron and/or one academic/school library record per patron. If the student is enrolled in more than one academic institution they may have more than 1 academic card. The patron's home library shall be determined by the city of their residence. If there is no circulating library in their town, then the nearest city/county library should be used. It is recognized that particular circumstances may necessitate a different home library choice, however, this should be the exception rather than the rule. It is also recommended that there be one ILL patron record for each remote (non-circulating) Sage library and EOIN library that can be used by all circulating Sage libraries. These patron records have their

own patron type and loan rule. Because the materials are loaned library to library there are no fines involved. The loan rule parameters are as follows:

Loan period: 28 days

Fines: 0

Lost Book fee: \$30

Billing fee: \$1 (can be waived, in the system so that adjusted bill will print if materials returned)

1st Overdue notice: 1 week after due date

2nd Overdue notice: 1 week after first notice

Bill: 1 week after 2nd notice

Renewals: 1