

B. CENSORSHIP-

The Board believes that censorship is a purely individual matter and declares that while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view them. The board believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials. Individual complaint upon written request, will be reviewed by the Library

III. POLICY REGULATING LENDING

A. BORROWING

1. New fiction books, marked as "New" books, are loaned for 2 weeks only, and may not be renewed. Late fees will be assessed after a two week period.

2. Current issues of magazines and reference books do not leave the library. A copy machine is available to make copies of articles at a cost of 20 cents per page, each side considered one page for color prints. Black and white prints are 10 cents per page, each side is considered a page. Older magazines may be borrowed for a period of two weeks. Reference materials from encyclopedias for school assignments, quantities at the discretion of the librarian, have no charge.

3. Materials borrowed from Inter-Library Loan or Reciprocal Borrowing are governed by RAILS. Library patrons are responsible for payment of lost and/or damaged materials that are the property of another library. This amount will be invoiced at an amount determined by the owning library.

4. Adults may borrow videos/DVD movies for three (3) days. Items may not be returned in Book Return Box, but MUST be returned to circulation desk. These items will not be due until the next day the library is open.

B. FINES – Lost and Damaged Materials

1. Each overdue day is counted, seven days a week.

2. Fines on all books, magazines \$.10 per day, not to exceed the value of the item.

3. If an item is lost, charge will be equal to the value of the item plus processing costs. If the item is found, money may be returned after an allowance is made for the overdue fees that the item incurred prior to payment. Money will be returned only if item has not been replaced and fees are deducted.

4. If there is damage to a book or item, fines shall be levied at the discretion of the librarian, at least one fourth the value of the book.

5. When paying for charges, fines, lost or damaged materials, fax or photo copies, cash, checks, and credit/debit cards are accepted.

6. If any member of a family or household owes more than \$10.00, the entire household is suspended from all library privileges until the fine is paid.

7. After an item becomes two weeks past due, and phone calls have not succeeded in having the items returned, a letter advising of the overdue item will be mailed. Borrowing privileges will be suspended until items are returned. Limited privileges will be one book until efforts have been made to establish a more responsible standing. Borrower will be charged \$1.00.

C. AREA SYSTEM FINES-RAILS

Charges for the loss of RAILS materials shall be determined by the policies of RAILS.

IV. STATE CONDUCT ORDINANCE

The Edward Chipman Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and