



# PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

## USE OF MATERIALS

### 03.02.04.S1 Loan Periods and Fees Schedule

#### Loan Periods and Fees

There is a 100 item limit on the total number of physical checkouts. Current loan periods and fees for all physical materials, as well as digital loan periods and limits by platform can be viewed on PCCLD's website: <https://www.pueblolibrary.org/about/borrowingrules>

Material Type	Loan Period	Limit	Hold Limit	Renewals	Overdue Fees per item	Grace Period
Books	21 days	100	50	6	None	3 days
Audio Books, Playaways, Music CDs, Puppets, Vox Books	21 days	50	50	6	None	3 days
Quick Reads Books	21 days	5	No holds	No renewals	None	3 days
Magazines	14 days	5	No holds	No renewals	None	3 days
DVDs/Blurays	7 days	20	5	6	None	3 days
Quick View DVD	3 days	5	No holds	No renewals	None	3 days
Binge Boxes	14 days	20	50	6	None	3 days
Community Passes	7 days	1	1	No renewals	50¢ per day/ \$28 max	3 days
Tablets	30 days	1	1	4	\$5 per day/ \$100 max	3 days
Hotspots	3 months	2	1	4	\$5 per day/ \$100 max	3 days
Chromebooks	3 months	2	1	4	\$5 per day/ \$300 max	3 days

\*Materials on hold by another borrower cannot be renewed.

## Overdue Material:

Customers are responsible for all materials borrowed on their library cards. PCCLD's primary interest is getting materials back promptly so that they can be available to other library customers. ~~Overdue fees continue to accrue until the material is returned or renewed. Overdue fees may be paid at the time of return or at a later date.~~ When the ~~fees on~~ a borrower's account exceeds \$10.00, borrowing privileges will be suspended until sufficient fees are paid to reduce the balance owed to less than \$10.00.

Overdue notices are sent by email, telephone or U.S. Mail. E-mail and telephone notices generate the first day the item becomes overdue, then at seven (7) and fourteen (14) days.

When an item becomes 28 days overdue, a second notice is sent out stating the replacement cost of the item. If the item is returned, the replacement cost of the item is cleared from the account, ~~but the overdue fees remain.~~

When an item becomes 30 days overdue, the item(s) will bill to the library account, with a five-dollar (\$5.00) processing fee on each item. Notices are courtesies only. Failure to receive an overdue notice does not exempt the borrower from ~~overdue replacement~~ fees.

If the item is returned, the replacement cost of the item ~~and processing fees are~~ is cleared from the account. ~~but any overdue fees remain.~~ Refunds will be issued for materials paid for, if the item is returned within 90 days of payment.

Materials containing multiple items will not be checked in until all items have been returned. ~~Overdue fees will be charged if all items have not been returned by the due date.~~ If an item from a set is not returned, overdue notices will be sent following the schedule above and the replacement cost and processing fee for the set will be billed to the library account when it becomes 30 days overdue.

For Chromebooks, Laptops and Hotspots, the replacement cost and processing fee will be billed to the customer account when it becomes 30 days overdue and the patron will not be permitted to checkout additional devices until the replacement cost and fee is paid in full.

The cost of materials that are lost or damaged will be charged to the borrower's account. Items that are 51 days overdue, and not returned or paid for may be referred to a collection agency.

**See Also :**    03.02.04    *Circulation of Materials*  
                  03.02.06    *Collection Agency*