



Circulation Policy

BOARD POLICY

Pikes Peak Library District (PPLD) supports the community's informational, educational, and recreational needs by providing a large collection of circulating materials in numerous formats to accommodate patron preferences.

PPLD supports an individual's right to access stories, ideas, and information representing all points of view.

It is the policy of PPLD to not forbid or impede the circulation of items to any of its cardholders in good standing with the exception of some technology such as laptops and video equipment that have age restrictions.

PPLD offers Library accounts to all individuals residing in its service area.

I. DISTRICT PROCEDURES

- A. Patrons must have a current PPLD account to borrow materials.
- B. Patrons can check out circulating materials for specific periods of time. Most materials may be checked out for three weeks, but certain materials have a shorter checkout time (ppld.org/check-outs). Loan policies balance informational needs with Pikes Peak Library District's obligation to make materials widely available to many users.
- C. PPLD does not charge overdue fines for most materials. Depending on the type of material, a lost item bill is added to the patron's account at a predetermined number of days overdue. That bill reflects the Library's cost for the item. Bills are also added to patron accounts for damaged and incomplete items. When bills on a patron's library account reach \$10, the account is automatically blocked for further checkouts. The patron will need to reduce the balance owed to less than \$10 to check out materials. Patrons may dispute these charges by completing a Patron Resolution Form and discussing the situation with staff. Patrons can work with staff to establish a payment plan.

- D. If all copies of a title are checked out or if available copies are at a different location, patrons can place a hold on a title to reserve a copy to check out. Most titles in Pikes Peak Library District's collection can be placed on hold. The item is held at the requested location for seven days from date of patron notification and then cleared if not checked out by the patron.
- E. Most materials can have due dates extended if the title does not have holds, the patron renewal limit has not been met, and the item allows renewals. PPLD will automatically attempt a renewal on items that are checked out.
- F. Patrons may return most materials to any PPLD location (ppld.org/library-locations), including Mobile Libraries. Some materials specify a need to be returned to the library where checked out.