



Pikes Peak Library District Circulation Policy

I. Board Policy

Pikes Peak Library District, a tax-supported institution, provides equal access to library materials and services. Pikes Peak Library District provides and maintains a flexible, sustainable and innovative collection. These resources impact individual lives and enrich the informational, educational, cultural and recreational quality of life of its residents.

The library supports the individual's right to have access to ideas and information representing all points of view. Pikes Peak Library District's Board of Trustees has adopted the American Library Association's statements regarding the following:

- Library Bill of Rights
- Freedom to Read
- Freedom to View

It is the policy of the Pikes Peak Library District to not forbid or impede the circulation of items from the library collection to any of its cardholders in good standing. Pikes Peak Library District offers cards to individuals regardless of the individual's race, creed, religion, education, background, personal philosophy, occupation, economic level, human condition, national origin, age, sexual orientation, gender identity, political affiliation or other personal criteria.

II. District Procedures

- A. Pikes Peak Library District provides a diverse collection covering information on a variety of subjects and views in different formats and is organized to provide free access to patrons within the limitations of space, budget and availability.

For items not owned by the Pikes Peak Library District, patrons who are residents of the Pikes Peak Library District service area can request items to be ordered and added to the collection or borrowed from another library using Pikes Peak Library District's Interlibrary Loan (ILL)/Request It service. (<https://ppld.org/ill>).

- B. 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. Primary exceptions include Special Collections, Rapid View, Rapid Read and Reference items. Holds are currently limited to 100 items total per card. The item is held at the requested location for 7 days from date of patron notification and then cleared if not checked out by patron by then. Mobile Library Services will keep patron holds for a maximum of two stops, and ILL holds are kept until the date indicated on the label.

- C. Patrons must have a current Pikes Peak Library District library card to borrow materials. Patrons should present their library card to check out materials. If the patron does not have their library card, they must show a picture ID. Patrons may use self-check if they know their library card number and PIN (Personal Identification Number).
- D. Patrons can check out or borrow circulating materials for specific periods of time or loan periods. Most materials may be checked out for three weeks, but certain materials have a shorter checkout time (<https://ppld.org/check-outs>). Loan policies balance informational needs with Pikes Peak Library District's obligation to make materials widely available to many users.

Patrons 12 and over can check out laptop computers for 3-hours for in-facility use only. Laptops cannot be removed from Pikes Peak Library District buildings. Adults must present a valid ID and library card. Patrons between 12 and 17 must present a valid library card to check out a laptop. Library accounts must be in good standing.

- E. Pikes Peak Library District charges fines (<https://ppld.org/fines>) for items returned late with the exception of juvenile and teen materials. Lost and damaged fees for juvenile and teen materials do apply. Materials are overdue if they are not returned or renewed on the date due. If overdue materials are returned or renewed within a three-day grace period, no fine is assessed. After the third day, fines accumulated from the first day are due and payable.

Fines for most materials are \$0.10 per day. Fines for laptops returned late are \$5 per hour.

When fines and fees on a patron's library account reach \$10, cards are automatically blocked. The patron will need to reduce the balance owed to less than \$10 to use the card.

Pikes Peak Library District has engaged National Collection Agency, a collection agency, to facilitate the recovery of library materials. The recovery process is lengthy to provide opportunities for patrons to return items or pay fines. When an account is 49 days past due, and the accumulated bills on the account total \$25 or more and include a lost item, the account is referred to the collection agency and a \$10 referral fee is added to the account.

Patrons may dispute their accounts by completing a Patron Resolution form and discussing the situation with staff. Patrons can work with staff to establish a payment plan. Pikes Peak Library District recognizes that extenuating circumstances happen.

- F. Patrons can extend the due date or renew materials up to two additional loan periods. Renewals will not be allowed if the title has holds, the patron renewal limit has been met or the item is part of the Rapid Read, Rapid View, Book Club, State Park Backpack Kits or Grow a Reader collections. Laptops do not renew. Renewal for Interlibrary Loan materials is dependent on the renewal policies of the lending libraries. Patrons can renew items on the Pikes Peak Library District website, in person, and via telephone.

- G. Patrons may return materials to any of the other Pikes Peak Library District libraries (link to PPLD locations), including Mobile Libraries; to any of Pikes Peak Library District's 24-hour book drops; or to any participating Colorado Library Card (CLC) library.