



## PROPOSED CHANGES TO PUBLIC POLICY

Laramie County Library System (LCLS) Board of Directors intends to adopt and amend policies relating to the public’s use of library facilities, materials and equipment. In accordance with the Wyoming Administrative Procedure Act (WAPA) [WY Stat § 16-3-101], the proposed changes/additions are listed below and available on the library’s website [www.lclsonline.org](http://www.lclsonline.org) or at the Ask Here desk on the first floor (2200 Pioneer Avenue, Cheyenne, WY 82001). Interested parties may send comments to Jeff Collins (Deputy Director, Public Service) at the address listed above, [jcollins@lclsonline.org](mailto:jcollins@lclsonline.org) or present views at a public hearing to be held on July 24, 2018 at 4:00 p.m. at Laramie County Library in the Coneflower Room on the second floor.

### FEES, LOAN PERIODS AND LIMITS

For the fair, smooth operation of the library and to make sure that materials and equipment are available in a timely fashion, fees, loan periods and limits are established as follows:

Print Materials	Loan Period	Limit	Fee	Overdue Fee
<del>Most</del> -Nonfiction Books	21 days			\$0.10/day
<del>Most</del> -Fiction Books	21 days			\$0.10/day
Children’s Book & <del>Cassette-CD</del> Sets	21 days	8		\$0.10/day
New Adult Fiction	7 days			\$0.10/day
Periodicals (Magazines)	7 days			\$0.10/day

Audiovisual (AV) Materials	Loan Period	Limit	Fee	Overdue Fee
<del>Audiobooks</del> <del>Books-on-Tape</del>	21 days	16		\$0.10/day
<del>Books-on-CD</del>	<del>21 days</del>	<del>16</del>		<del>\$0.10/day</del>
<del>Books-on-CD-MP3</del>	<del>21 days</del>	<del>8</del>		<del>\$0.10/day</del>
<del>Movies (DVDs &amp; Blu-rays)</del>	4 days	4	\$2.00/item*	\$1.00/day
<del>Blu-rays</del>	<del>4 days</del>	<del>4</del>	<del>\$2.00/item*</del>	<del>\$1.00/day</del>
Video Games	4 days	2 per format	\$2.00/item*	\$1.00/day
Music CDs	7 days	8		

\*AV fees include tax

NOTE: All materials checked out on the Bookmobile are due in 28-days.

Equipment	Loan Period	Limit	Fee	Overdue Fee
Overhead Projector	up to 4 days	1	\$5.00/day	\$5.00/day
35mm Slide Projector	up to 4 days	1	\$5.00/day	\$5.00/day
Screens	up to 4 days	1		\$1.00/day
eReader Device	14 days	1		\$1.00/day

Meeting Room Equipment	Loan Period	Limit	Fee	Overdue Fee
TV/VCR/DVD Player	per meeting	1	\$5.00	
Laptop w/AV Cart	per meeting	1	\$20.00*	
Easel	per meeting	1		
Overhead Projector	per meeting	1	\$2.50	
35mm Slide Projector	per meeting	1	\$2.50	
Projector – Permanent	per meeting	1		
Microphone	per meeting	1		
Piano (Cottonwood Room only)	per meeting	2	\$10.00	

\*A credit card is required for use of these items.

Faxing ( <del>8.5" X 11" size pages only</del> )	Fee
Sending Local, Long Distance or Toll Free	\$0.50 per page
Sending International	\$3.00 per page
Receiving	\$0.10 per page

Photocopies	Fee
<u>Black &amp; White</u>	<u>\$0.10 per page</u>
<u>Color</u>	<u>\$1.00 per page</u>

Fees (see also LOST/DAMAGED ITEMS POLICY)	Fee
Material or Equipment Returned without Barcode	\$1.00
Material or Equipment Returned without RFID Tag	\$2.00
Lost Material	Cost of item plus Processing Fee
Damaged Material – Returned to Library	One-half cost of item plus processing fee
Damaged Material – Not Returned to Library	Cost of item plus Processing Fee
Lost or Damaged Equipment	Cost of equipment or cost of repair if repair restores equipment to full function

<u>Processing Fee – Books</u>	<u>\$5.00</u>
<u>Processing Fee – AV Materials</u>	<u>\$10.00</u>
<u>Collection Agency Fee</u>	<u>\$20.00</u>
<u>Replacement Library Card Fee</u>	<u>\$3.00</u>
<u>Blank CDs</u>	<u>\$1.00</u>
<u>Flash Drives</u>	<u>\$5.25</u>
<u>Envelopes</u>	<u>\$0.25</u>
<u>3D Printing Fee</u>	<u>Refer to 3D PRINTING policy \$0.25 per gram with \$1.00 minimum charge</u>

- Responsibility** – In return for the right and privilege to use ~~the~~ Laramie County Library System, you are responsible for ensuring that books, material and other equipment are returned when due; to pay promptly all fines, fees, damages, or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
- Renewals** – You may renew m~~Most materials may be renewed~~ two times unless another borrower has placed requests on the materials. This includes using the renewal function and/or checking materials in and checking out again. You may renew materials by contacting us in person or over

~~the phone, using Materials may be renewed at any Self-Check station, or accessing your account online any WYLD-Cat terminal in the library, via WYLD-Cat through an internet connection or over the phone during normal business hours.~~ Materials that have rental fees must be renewed in person at the library or by phone.

3. **Rental Fees and Rental Details** – ~~There are~~ rental fees for DVD, Blu-ray, and video game materials. Juveniles and adults may check out these materials if the privilege on their library card permits (see LIBRARY CARDS POLICY). Refunds or exchanges will not be made due to selection error ~~by patrons.~~ DVDs and Blu-rays are intended for use with a standalone DVD and/or Blu-ray player and television. The library does not guarantee a DVD or Blu-ray will work on your device. ~~The library will not issue~~ ~~No~~ refunds ~~will be given~~ for DVD or Blu-ray rentals that ~~are being were~~ used on a computer and ~~deid~~ not work. The library ~~will not be is not~~ responsible for any damage to personal computer equipment, software, or data.
4. **Overdue Fees** – For most materials, ~~the~~ daily overdue fees ~~of are~~ \$0.10 per item ~~are charged.~~ ~~The~~ ~~daily overdue fees are \$1.00 per item for~~ eReaders, DVDs, Blu-rays, and all versions of video games ~~carry overdue charges of \$1.00 per day.~~ The library will notify you by email or mail that materials or equipment are overdue on the 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> day an item is overdue. If unpaid fees are \$10.00 or more, you will need to pay enough to get your fees below \$10.00.
5. **Collection Fees** – When materials or equipment are 35-days overdue or damaged materials or equipment are not paid for, the library ~~turns may turn~~ over the account to a collection agency. You are responsible for paying all collection agency fees. There is a \$20.00 fee each time an account is turned over for collection. You will not be able to check out any material or equipment until the account is cleared.
6. **Lost and Damaged Materials or Equipment** – You are responsible for all materials checked out on your library card. The parent or guardian signing a minor’s library card application form is responsible for all materials checked out on the minor’s card, even if the minor has reached the age of majority. You are responsible for the replacement cost of any lost library material or equipment. Damaged equipment will be the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, you may be charged for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)
7. **Refunds** – ~~The library will credit r~~ Refunds of \$10.00 or less ~~will be credited~~ to your account. ~~The~~ ~~Library will issue~~ Refunds over \$10.00 ~~will be issued~~ via check following the next regularly scheduled Board meeting or credited your account. If issued refund checks are not cashed or do not clear the bank within 6-months of the issue date, the funds will be considered a donation to the library.
8. **Request Services aka “Holds”** – ~~You may make aA~~ request ~~may be placed~~ at any public ~~service~~ desk or ~~using your account online via WYLD-Cat on any item in the library’s collection that is checked out.~~ ~~There is a A fee of~~ \$0.50 ~~fee is charged~~ for each request that ~~is you do~~ not pick ~~ed~~ up.
9. **Interlibrary Loans** – ~~The library may borrow m~~ Materials ~~that are not owned by LCLS may be~~ ~~borrowed~~ from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). There is a \$2.00 fee for ILL requests. Requests may be placed ~~using your~~ ~~account online via WYLD-Cat~~ or at any ~~‘Ask Here’ service point in the Cheyenne library or the~~ public ~~service~~ desk ~~at any branch.~~ Fees charged by the loaning library are the responsibility of the borrower. ~~There is a A fee of~~ \$0.50 ~~is charged to the borrower’s library card~~ for each request that ~~is you do~~ not pick ~~ed~~ up. ~~There is an o~~ Overdue ~~fine see are of~~ \$1.00 per day for items borrowed from the University of Wyoming or libraries located outside of Wyoming. Overdue ~~fine sees~~ for items borrowed from libraries within Wyoming varies. The limit of outstanding requests and checked out interlibrary loan materials is 8, excluding magazine and journal articles.

10. **Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials which are copyrighted. The person making the copy is responsible for any copyright infringement.
11. **Homebound** – If you receive homebound services from the library you are exempted from the following policies:
  - a. All materials checked out to a “homebound” library card check out for four weeks.
  - b. No overdue fees are charged.
  - c. Number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs with a limit of 8.
  - d. There is no charge for DVDs.
  - e. No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a “homebound” library card.

Adopted March 27, 2018 by the Laramie County Library System Board of Directors.