



February 27, 2019

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 or at the first floor Ask Here desk at Laramie County Library, 2200 Pioneer Avenue, Cheyenne.

Interested parties may send comments to Jeff Collins (Deputy Director, Public Service) at 2200 Pioneer Avenue, Cheyenne, WY 82001 or jcollins@lclsonline.org, or present views at a public hearing on Monday, April 22, 2019 at 4:00 p.m. in the Coneflower Room at Laramie County Library.

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
Nonfiction Books	21 days			\$0.10/day
Fiction Books	21 days			\$0.10/day
Youth Materials	21 days			NO FEE
Children’s Book & CD Sets	21 days	8		\$0.10/day NO FEE
New Adult Fiction	7 days			\$0.10/day
Periodicals (Magazines)	7 days			\$0.10/day

Audiovisual (AV) Materials	Loan Period	Limit	Fee	Overdue Fee
Audiobooks	21 days	16		\$0.10/day
Movies (DVDs & Blu-rays)	4 days	4 per format	\$2.00/item*	\$1.00/day
Video Games	4 days	2 per format	\$2.00/item*	\$1.00/day
Music CDs	7 days	8		\$0.00 \$0.10/day

*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	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
Black & White	\$0.10 per page
Color	\$1.00 per page

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 + Processing Fee
Damaged Material – Returned to Library	One-half cost of item + Processing Fee
Damaged Material – Not Returned to Library	Cost of Item + Processing Fee
Lost or Damaged Equipment	Cost of Equipment OR Cost of Repair if Repair Restores Equipment to Full Function
Processing Fee – Books	\$5.00
Processing Fee – AV Materials	\$10.00
Collection Agency Fee	\$20.00
Replacement Library Card Fee	\$3.00
Blank CDs	\$1.00
Flash Drives	\$5.25
Envelopes	\$0.25
<u>Laminating Sheets</u>	<u>\$1.00 per sheet</u>
3D Printing Fee	\$0.25 per gram with \$1.00 Minimum Charge

- Responsibility** – In return for the right and privilege to use 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.

2. **Renewals** – You may renew most materials 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 a Self-Check station, or accessing your account online. 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. 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 refunds for DVD or Blu-ray rentals that were used on a computer and did not work. The library is not responsible for any damage to personal computer equipment, software, or data.
4. **Overdue Fees** – For most materials, the daily overdue fee are \$0.10 per item. The daily overdue fees are \$1.00 per item for Readers, DVDs, Blu-rays, and all versions of video games. The library will notify you by email or mail that materials or equipment are overdue on the 7th, 14th and 21st 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 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 refunds of \$10.00 or less to your account. The Library will issue refunds over \$10.00 via check or crediting your library account following the next regularly scheduled Board meeting. 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 a request at any public service desk or using your account online. There is a \$0.50 fee for each request that you do not pick-up.
9. **Interlibrary Loans** – The library may borrow materials 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 or at any public service desk. Fees charged by the loaning library are the responsibility of the borrower. There is a fee of \$0.50 for each request that you do not pickup. There is an overdue fee of \$1.00 per day for items borrowed from the University of Wyoming or libraries located outside of Wyoming. Overdue fees 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.
 - ~~b-c.~~ No ILL fees are charged.

~~e.d.~~ Number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs with a limit of 8.

~~e.e.~~ There is no charge for DVDs.

~~e.f.~~ No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a “homebound” library card.

Adopted July 24, 2018 by the Laramie County Library System Board of Directors.