

YOUR RESPONSIBILITIES RELATING TO ITEMS YOU BORROW FROM THE LIBRARY

1. **Responsibility** – In return for the right and privilege to use Laramie County Library System, you are responsible for
 - a. ensuring that books, materials, and other equipment are returned when due
 - b. paying promptly all charges against your library card account or the library account of any minor you have signed for a library card account
 - c. paying 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 up to two times, unless another borrower has placed a request on the material. 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 by accessing your account online.
3. **Collection Fees** – When materials or equipment are 35 days overdue or damaged materials or equipment are not paid for, we may turn over your library 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 your account is cleared.
4. **Lost and Damaged Materials or Equipment** – You are responsible for all materials checked out on your library card. The parent or guardian signing for a minor's library card 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 is the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, we may charge you only for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)
5. **Refunds** – We will credit refunds of \$10.00 or less to your library account. We 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.
6. **Interlibrary Loans** – The library may borrow materials from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL).
 - a. There is a \$2.00 fee for ILL requests.
 - b. You may place requests using your account online or at any public service desk.
 - c. Fees charged by the loaning library are your responsibility, this may include overdue fees.
 - d. The limit of outstanding requests and checked out interlibrary loan materials is eight, excluding magazine and journal articles.
7. **Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials. You are responsible for any copyright infringement for copies you make.
8. **Homebound Services** – If you receive homebound services from the library, you are exempt from the following policies:

- a. All materials checked out to a "homebound" library card check out for 28 days.
- b. There are no ILL fees.
- c. The number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs and Blu-rays with a limit of eight.
- d. No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a "homebound" library card.