



PRESCOTT VALLEY PUBLIC LIBRARY

MATERIALS BORROWING POLICY

PURPOSE: The Materials Borrowing Policy sets forth the principles and general guidelines for borrowing materials through the Prescott Valley Public Library (PVPL) in cooperation with other libraries in the Yavapai Library Network (YLN).

BORROWING MATERIALS

Loan Periods and Renewals

- The standard loan period for most items is 3 weeks with up to 3 renewals if items are not on hold for other library users.
- Exceptions may include loan periods for new or popular items, special formats, equipment, digital downloads, streaming content, and materials obtained through resource sharing with other libraries or agencies.
- Please refer to the PVPL Materials Lending Table for details.

Borrowing Limits

- Your Library card is valid at all YLN Locations, pursuant to YLN policies. You must provide your library card to check out or renew items. It is important to notify us as soon as possible if your card is lost or stolen, since you are responsible for all items checked out on your card.
- Up to 50 items may be checked out on your card at any given time. Video games are limited to 5 per card and Cool Express Items are limited to 2 per card. Books with "Reference" labels are for use inside the library only and cannot be checked out.
- Items may be placed on hold if they are checked out or are located at another library. Holds may be placed through the online catalog or in person at the library. There is a maximum of 50 active holds allowed per card. Items not found in the catalog may be requested through interlibrary loan, up to 6 at a time. When hold items are available for pick-up, you will be notified by your choice of email, phone, or text. Items will be held for 10 days.
- Items borrowed from the library are expected to be returned on time and intact.



Loan, Fine, and Renewal Information

PVPL Materials Lending Table

Item	Loan Period	Fees	Renewable	Place a Hold?
Books, CDs, DVDs, Magazines, and Video Games	3 weeks	No overdue fines	Yes	Yes
Interlibrary Loans	Varies	Varies	Varies	No
Library of Things	Varies	No overdue fines	Yes	Yes
Cool Express	2 Weeks	No overdue fines	No	No
Other Yavapai Library Network Materials	Varies	Varies	Varies	Yes
Materials Recovery Fee		\$15		Fee is assessed if PVPL engages an outside agency to recover delinquent materials or fees.

Fines and Fees

Effective April 1, 2020, PVPL will not collect overdue fines for library materials. Some Yavapai County Network libraries have different loan periods and fine assessments. The fee schedule and due dates of the lending library supersede those of PVPL. But all issues related to overdue, lost or damaged materials loaned by a network library to PVPL patrons will be resolved at PVPL, and all fines, fees or costs associated with network library loaned materials shall be paid by the patron with cash, credit/debit card or check payable to the Town of Prescott Valley.



Library Notices

PVPL provides notification services for held items, almost due items, overdue materials and other library account communication as needed. Notices are available via phone, email, and/or text messages. It is the responsibility of the card holder to keep account information current. Failure to receive phone, e-mail and/or text notifications does not absolve the library card holder from any fines or fees accrued on their PVPL account.

Overdue Accounts

After 30 days, any item(s) not returned will be declared lost. Patrons will be billed for the lost item(s) and all borrowing privileges will be suspended. Borrowing privileges will be reinstated upon return or renewal of overdue item(s) and /or when account fees are paid to bring account balance in good standing.

Damaged/Lost Materials

If a patron returns an item that has been damaged beyond normal use or if a patron loses an item, a notice will be sent to the patron assessing fees and costs for the lost or damaged item (including a lost or damaged media case and all related materials). The fee for a lost or damaged item shall be equal to the cost of the item. There are certain terms under which a patron may purchase a replacement for a lost or damaged item, but it is very important to first speak with library staff about the criteria that must be met. Damaged/Lost materials for other libraries can be paid with cash or check payable to the owning library.

Special Items

Library of Things

Patrons must be 18 years of age or older to check out any Library of Things materials. Patrons borrowing a Library of Things item must sign the appropriate PVPL Checkout Agreement for the item. Library of Things materials circulate for three weeks and can be renewed once unless another person has requested the item, with the exception of the Seed Library and Culture Passes. All materials, including cables and original packaging, must be returned to a staff member inside the Prescott Valley Public Library by the due date. These items may not be returned using the book drop.

Wi-Fi Hotspots, Chromebooks, & Stay Connected Kits

Only one of these items can be checked out at any given time. If the item has not been returned on its due date, the service to it will be terminated, if applicable. If the item is not returned in good working condition, and free from damage, with all included parts and in the original packaging, the patron will be charged up to a \$100.00 replacement fee for Hotspots, a \$290 replacement fee for Chromebooks, and a \$522 replacement fee for Stay Connected Kits.

All other Library of Things



Up to three Library of Things materials can be checked out at any given time, except for Culture Passes. Replacement costs vary and are listed on the checkout tag. Culture Passes circulate for one week, and only 1 pass can be checked out at any given time.

Returns with Missing Pieces

Patrons who return library materials with any missing piece(s) will have their borrowing privileges suspended until the missing item(s) is returned. A courtesy call will be made to notify the patron. If the missing item(s) is not returned within 30 days, the patron will be charged for the replacement of the item or missing piece(s). When the missing piece(s) is returned or the cost for the item is paid, the patron's borrowing privileges will be reinstated.

Materials Recovery

Notices will be sent to patrons advising them of all charges due on their account. Accounts with balances in excess of \$50.00 may be submitted to a collection agency if the holder of the account does not reply to a billing notice within two weeks of the date of the notice. If an account is submitted to a collection agency, an additional non-negotiable, non-refundable \$15.00 referral fee will be assessed against the patron. Until the patron account is cleared through the library, borrowing privileges will be suspended.

Refunds

If a patron recovers and returns a lost item within 3 months of payment, the patron may request a refund of the costs and fees paid. The refund request must be processed through the Town of Prescott Valley Management Services Department and must be accompanied by the receipt issued to the patron by the Library for the payment of the costs and fees. A refund will be not issued without the original receipt and may take two to six weeks to be processed. No refunds will be issued to patrons whose overdue accounts have been submitted to a collection agency. Refunds will not be issued for replacement copies given to the library for lost or damaged materials.

Revised and Adopted: March 7, 2023

Supersedes: PVPL Fines & Fees Policy