



Library Policy

Tolleson Public Library System

Borrowing Library Materials

Purpose:

It is the policy of the Tolleson Public Library System to ensure fair and equal access to the Library's materials..

Regulations:

Check-out periods:

DVDs	7 days
All other regular collection materials	21 days
Library of Things	Varies by kit

MAX Borrowing:

MAX Borrowing is the check-out of books loaned by other valley library systems. These items adhere to the same check-out period, lost, and damaged fees as Tolleson Public Library items.

Interlibrary Loan:

When a book is not owned by Tolleson Public Library and not available through MAX Borrowing, Library users may borrow books through interlibrary loan. Qualifying book requests require that the book not be published within one year of the request date. Library users who fail to return materials borrowed via interlibrary loan will be charged the cost of the item (as determined by the lending library). Library users must adhere to the lending library's loan periods which may differ from Tolleson Public Library's loan periods

Renewals:

Items eligible for renewal will renew automatically up to five times. Items not eligible for renewal cannot be automatically or manually renewed. These items may include:

- Items where another patron is on a waitlist for their turn to check it out
- Items that do not allow for renewals such as hotspots, Library of Things, playaways, etc.
- Items that do not belong to Tolleson Public Library, such as Interlibrary Loan items or MAX borrowing items.
- Other items that may be restricted in renewals.

Return of Items:

Tolleson Public Library materials cannot be returned to any other library within Maricopa County, nor should materials from other libraries be returned to Tolleson Public Library. Library of Things checkouts cannot be placed in a book drop and must be returned to an information desk inside the library.

Overdue Items:

When an Item is due:

3 days before due date	Courtesy notice
3 days late	First overdue notice
10 days late	Second overdue notice
28 days late	Third overdue notice
50 days late	Bill issued for item replacement cost
Items returned after 50 days in good condition will have the replacement cost removed.	

Blocks:

If a customer has been billed a replacement fee for library materials, and that amount has accrued to \$25 or more, their account will be blocked.

Fees:

Replacement Library Card	Free
Lost or damaged item	Cost of item*
<i>* A patron may provide a new replacement copy that is a duplicate in format, edition, etc. for the lost or damaged item if a librarian determines that it is an acceptable replacement.</i>	
Replacement check fee	\$25.00 plus bank fee
Printing and copy fee	Free for the first \$2.00 of printing cost per visit for library card holders, \$0.10 per page thereafter for black and white or \$.25 per page thereafter for color
<i>Library personnel have the right to refuse or limit the number of copies made based on staff capacity, reasonable requests, and system availability.</i>	

Fees for damages to item supplies:

Missing DVD insert	\$2.00
DVD case replacement	\$3.00
Missing barcode replacement	\$3.00
Missing book jacket and spine label replacement	\$3.00

Payment of fees:

The Library will accept the following forms of payment for fees accrued: Cash, credit or debit card, or personal check. If a check is returned unpaid, a returned check fee of \$25 will be added to the total costs.

Refunds:

If an item has been lost and paid for and is returned to the library within six months, a refund will be made.

Lost or Stolen Cards:

If a card is lost or stolen, notify the library immediately, otherwise cardholder, parent or guardian is responsible for any unauthorized use.

Change of address, phone number, or email address:

If cardholder or cardholder's legal guardian fails to receive an overdue notice because they failed to notify the library of a change of address, phone number or e-mail address, they will still be held responsible for any resulting fines or fees.