

303 Circulation Policy												
Materials		Loan Period		# of renewals allowed		Limit on number of items in category that can be checked out at one time		Fine or extended usage fee per item per day		Maximum accumulated fine or fee for item returned late		Replacement Fee
PRINT												
High Demand: Adult New Fiction & New Nonfiction (not including new large print, Juv, or YS titles)		14 days		1, as long as there are no holds currently placed on the title by Springfield patrons		No Limit		25 cent per day extended usage fee for every day beyond the 14 day loan period		\$5.00		Discounted price of book plus \$5.00 service charge
Books on summer reading lists for Springfield public schools, grades 7-12		14 days		0		2		25 cents per day (fine)		\$5.00		Discounted price of book plus \$5.00 service charge
All other books		28 days		2		No Limit		Fine Free		\$0.00		Discounted price of book plus \$5.00 service charge
Magazines (all except most current issue)		14 days				No Limit		Fine Free		\$0.00		Replacement cost of magazine plus \$5.00 service charge
Items borrowed from other libraries for Springfield patrons		determined by the lending library		determined by the lending library		at the discretion of the reference staff		25 cents per day		\$25.00 per item		Fines & fees determined by lending library
NONPRINT												
Audiobooks & Playaways		14 days		2		No Limit		Fine Free		\$0.00		Discounted price of CD set plus \$5.00

												service charge
Audiobooks with playing time of more than 15 hours		21 days		1		No Limit		Fine Free		\$0.00		Discounted price of CD set plus \$5.00 service charge
DVDs with total playing time of up to 3 hours		7 days		0		No Limit		Fine Free		\$0.00		Discounted price of DVD plus \$5.00 service charge
DVDS with total playing time of more than 3 hours		14 days		0		No Limit		Fine Free		\$0.00		Discounted price of DVD plus \$5.00 service charge
Book & CD sets		14 days		1		No Limit		Fine Free		\$0.00		Discounted price of set plus \$5.00
Vox Books		14 days		0		1 per family		\$1.00 per day		Replacement cost of Vox book plus \$5.00		Replacement cost of Vox book plus \$5.00
HIGH COST ITEMS												
Museum Passes		7 days		0		1		\$10.00 per day		Up to replacement cost of pass that was returned late		Replacement cost of pass that was loot plus \$5.00 service charge
Assistive iPads		14 days		0		1		\$5.00 per day		\$100		Replacement cost of iPad plus \$5.00 service charge