

## **Arrowhead Library System Circulation Policy**

### **Mail-A-Book**

Books lending period - 4 weeks  
Movies lending period - 2 weeks

For items checked out to Mail-A-Book patrons, Arrowhead Library System pays the postage to and from the patron's residence. The exception to this is interlibrary loan items (ILL).

**\*ILL** – Arrowhead Library System pays the postage going to Mail-A-Book patrons for ILL items, but the patrons are responsible for returning ILL items to Arrowhead Library System. The patron can pay the postage personally, return it at a library or Bookmobile stop, or just leave it in the bag and mail it, in which case Arrowhead Library System charges the patron a \$2.00 fee.

Arrowhead Library System does not charge any fines on Mail-A-Book items, but we expect the patron to adhere to the lending policy outlined above to provide fair access to all Mail-A-Book patrons. ILL fines are calculated based upon the owning library's policy. When a Mail-A-Book patron accrues fines over \$20 or has lost an item, the patron can no longer check items out until payment in full is made.

### **Bookmobile**

All materials lending period – 3 weeks

**\*ILL** – For Bookmobile patrons unable to pick up ILL items at a Bookmobile stop, Arrowhead Library System pays the postage to send ILL items to Bookmobile patrons, but the patrons are responsible for returning the ILL items to Arrowhead Library System. The patron can pay the postage personally, return it at a library or Bookmobile stop, or just leave it in the bag and mail it, in which case Arrowhead Library System charges the patron a \$2.00 fee.

Arrowhead Library System does not charge any fines on Bookmobile items, but we expect the patron to adhere to the lending policy outlined above to provide fair access to all Bookmobile patrons. ILL fines are calculated based upon the owning library's policy. When a Bookmobile patron accrues fines over \$20 or has lost an item, the patron can no longer check items out until payment in full is made.

***\*Definition of ILL for Bookmobile and Mail-A-Book - Items borrowed from other libraries on the Horizon automation system in addition to items borrowed from outside the Arrowhead Library System region.***

Approved by ALS Governing Board 12/10/2015