

## 2.3 Loans

### I. Loan Periods and Limitations

Materials will be loaned to borrowers for varied periods of time established by the library director. Limitations on the number of materials loaned per transaction or per borrower may be established by the library director to protect valuable materials and assure their availability to other borrowers.

### II. Fines and Charges

- A. Effective October 1, 2019, fines will no longer be assessed on overdue library materials. Once library materials are more than 14 days late beyond the last renewal date, they will be considered lost and charges will be assessed in accordance with Section II B.
- B. Charges for lost or damaged materials are based on 100% replacement cost. Once payment is collected for lost or damaged materials, the materials become the property of the library patron. Refunds will not be issued for lost items returned after they have been paid for.
- C. Replacement cost for lost or damaged DVD cases is \$3.00 per case, and replacement cost for lost or damaged audiobook cases is \$10.00 per case. Replacement cost for a lost or damaged DVD or audiobook insert is \$3.00 per item.
- D. Charges for printing/copying are as follows:
  - Per page/item charges
    - \$.10/page – black and white copies/prints
    - \$.50/page – color copies/prints
    - The first \$5.00 of printing charges will be waived once each day.
    - Printing jobs over 100 pages will be allowed only through the Book A Librarian service.
- E. . Only patrons in good standing will be allowed Interlibrary Loan privileges.
- F. The fee for proctoring or certification services is \$10.00 per exam.
- G. There is no charge for faxing at the patron self-serve station.
- H. The authority to waive fees is at the discretion of the library director or his/her designee.

### III. Suspension of Use

Loan privileges will be suspended when balance owed exceeds twenty dollars (\$20.00). The use of the library and its services will be denied for due cause, such as failure to pay penalties, theft of library property or destruction of library property.



#### **IV. Confidentiality of Library Records**

The library adheres to the Texas Open Records Act and the American Library Association Policy on Confidentiality of Library Records.

Endorsed by the New Braunfels Public Library Board, Sept. 13, 2002

Revised Oct. 21, 2002; March 22, 2005; May 24, 2007; April 20, 2009; June 20, 2011

Endorsed July 16, 2012; April 25, 2016

Revised July 15, 2013; Jan. 21, 2014; May 18, 2015; Nov. 28, 2016; June 19, 2017; June 18, 2018;  
June 17, 2019; March 15, 2021; July 17, 2023; March 26, 2024

**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director