

Circulation Policy

September 2025

Liberty Lake Municipal Library provides free and equal access to library materials. The library expects library cardholders to return borrowed materials on time and to treat them with care. To help ensure that materials are available for all, LLML suspends borrowing privileges, charges fees for damaged and lost materials, and may refer cardholders to a collection agency to recover the cost of lost or damaged materials.

Borrower Responsibility

Library borrowers are responsible for the following:

- Knowing the due dates of all materials borrowed
- The return, in good condition, of all materials borrowed by the date due
- Payment of fees incurred for any damaged or lost materials
- All fees on the card as the result of lending the card or library materials to another individual

Holds

Borrowers may place up to 15 holds on Liberty Lake Library materials and up to 100 holds on ILG items.

Checkout Limits and Loan Periods

The maximum number of items a library user may have checked out at any one time is 100. Items in high demand may have additional limitations in loan period.

Item Type	Loan Period
Children's DVDs	7 days
DVDs	7 days
Magazines	7 days
Holiday Picture Books	14 days
DVD series	14 days
New Fiction and Nonfiction	28 days
Books and Large Print	28 days
Audiobooks	28 days
Childrens Kits	28 days
Interlibrary Loans (ILL)	Varies
Hot Spots	7 days
Laptops	7 days

Renewals

Most borrowed materials may be renewed twice unless the library account is blocked, there is a hold on the item for another patron, or the material belongs to a collection that prohibits renewal.

Interlibrary Loan

Liberty Lake Municipal Library provides interlibrary loan service so patrons may access material not found in its local collections. Resident LLML (ILG) cardholders in good standing may request up to five (5) interlibrary loans at one time. The lending library sets the due dates on ILL materials. Borrowers will be responsible for postage or ILL fees from lending libraries as well as late, damaged, or overdue fees per the lending library's policies.

Reciprocal borrowers from Spokane County Library District (non-resident cardholders) may not use LLML's interlibrary loan service.

Library Notifications

While library borrowers are expected to know the due dates of borrowed materials, the library will attempt to provide reminder notifications. Please note that lack of notification for overdue materials does not constitute grounds for dismissal of fees. Patrons notified by text, email or automated phone call.

Notification Schedule

Time	Notification
3 Days Before Due Date	Courtesy notice
7 Days Late	Overdue Notice by email or mail
35 Days Late	First Notice for Lost Items by email or mail
56 Days Late	Final Notice for Lost Items – accounts owing \$49 or less – by mail
56 Days Late	Final Notice for Lost Items & Notice of Intent to Collections – accounts owing \$50 or more – by mail
70 Days Late	Collections notice for bills of \$50 or more

Damaged Items

Borrowers will be billed for the replacement cost of the damaged part or item. Borrowers may keep the damaged part or item once the fee is paid.

Lost Items

Items that are overdue by 30 days or more will be considered lost, and the borrower will be billed for them. A final notice for the lost items will be mailed if items are not returned or paid for by 56 days after the due date. If items are not returned by 70 days after the due date, full or partial payment has not been received and \$50.00 or more is owed, the account will be referred to a collection agency.

Lost items may be returned to the library until the account is sent to the collection agency. After the account is sent to collections, return of the lost materials will not halt the collections process.

The library will accept replacement copies of lost or damaged items in lieu of payment on a case by case basis. Replacement copies must meet the following conditions:

- Items must be new
- Items must be in the same format as the original item (i.e. hardback for hardback, paperback for paperback)

The library reserves the right to refuse a replacement copy if it does not meet these conditions.

There are no refunds for replacement fees, even if the borrower later returns the lost item. If the library charged the borrower in error, a refund will be processed.

Claims Returned/Claims Never Had

A claims return occurs when a borrower’s account lists an item that the borrower claims has been returned, or never borrowed. Borrowers are limited to three (3) “claims return” or “claims never had” claims for Liberty Lake Library items. If the claims return/never had is for materials borrowed from a ILG library, it is up to the lending library whether they will allow the claims return/claims never had.

Blocked Library Accounts

Borrowers with items overdue by 7 days or more, or lost items (items that are overdue by 30 days or more), are blocked from further borrowing. Borrowers with overdue items are also blocked from checking out digital books and accessing online databases.

Fines

Liberty Lake Municipal Library does not charge overdue fines. Items borrowed at other Inlandshare Library Group ILG libraries or via ILL will be assessed overdue fines in accordance with the lending library’s policies.

Library Fees

Library borrowers will be charged fees for the following:

Fee Type	Amount or Policy
Overdue Items Borrowed from LLML	No fee
Overdue Items Borrowed from Other ILG Libraries	Per lending library policy
ILL Postage and Overdue Items	Per lending library policy
Damaged Items	Item fee
Lost Items	Item fee or Replacement copy
New library card	\$1.00
Printing/Copying – B&W	.10/page
Printing/Copying – Color	.50/page
STEM Classes	Varies by class

Waiving Fees

At its discretion, LLML may waive some fees for patrons who have experienced extreme hardship such as long-term hospitalization, eviction, fire or theft.

After 180 days, fees under \$100 may be waived per the discretion of the Library Director for bookkeeping purposes. Waiving those fines will not reinstate library privileges for the borrower. Library Board approval is required to waive fines of \$100 and more.