

Circulation Policy

Circulation Periods

- **2 Weeks** - All books and audio books can be borrowed for two weeks
 - **1 Week** – DVD, CD rental
 - **2 Times** - Avoid late fees. Renew items online, in person, or by phone up to two times before the due date. Exceptions include rental DVD's, materials borrowed through Inter Library Loan or items that other patrons have reserved.
-

Circulation Limits

- Adult card holders: 10 items
- Youth card holders 12-18: 8 items
- Children under the age of 12: 5 items
- Educator/Class room card holders: an educator can request up to 25 items
- Upon request, members in good standing with no fines or fees owed may request an extended circulation period.
- A reserved item may not be renewed

The following items are limited by type to the circulation periods specified:

- DVD: 3 items per card, two-week circulation.
- Compact discs: 3 discs per card.
- All other items: Check out limits as specified above, two-week circulation.

Overdue Fines

The Library charges overdue fines for materials returned after the due date, excluding weekends and holidays.

- Overdue fines are \$.25/day for most items.
- Overdue fines are \$1/day for DVDs and Interlibrary Loans.
- The maximum overdue fine is \$50 for any individual item, except Interlibrary Loans.
- Fines and fees may be paid in person at any library, or online.
- The balance an individual can carry on their account and still check out books or use library computers must be under \$5.

Work for Fines

In lieu of paying overdue fines, borrowers may volunteer to perform work at the library at the rate of \$5 credit on fines owed per 1 hour of service, rounded to the next highest dollar. Once such work is verified, the fines shall be waived. Such volunteer work must be arranged with and/or supervised by a full time staff member with approval from Director/Asst. Director. The Work-for-Fines program is not applicable for restitution for lost or damaged items.

Fees

The Library charges fees in order to pass along to the individual borrower those costs associated with rental items or damaged or lost materials checked out on his/her card.

| Fee Type | Amount |
|---------------------------|---|
| Lost Library card | \$5.00 |
| InterLibrary Loan | Varies according to the amount the lending library charges. Plus shipping cost |
| Non-Resident Library card | \$10 per adult/\$5 per child |
| DVD's | \$1.00 for 7 day rental |
| Print & Photocopy Cost | |
| 8 ½ x11 & 8 ½ x 14 | |
| Single copy | \$.15 per page |
| 2 sided copy | \$.25 per page |
| 11 x 17 | \$.50 per page |
| 2 sided copy | \$.75 per page |
| Color | \$.50 per page |
| 2 sided copy | \$1.00 per page |
| Scan | \$.25 per page |
| Fax | \$1.00 per page up to 10 pages, faxed pages 11 plus, \$.15 per page |

***IF YOU HAVE YOUR OWN PAPER, COPIES ARE .10 FOR BLACK & WHITE, .45 FOR COLOR**

Lost & Damaged Items

The Library loans materials freely to patrons, trusting in the patron's honesty and good intentions. If materials are lost or damaged, the individual borrower is charged the appropriate costs to replace the item. Damage to an item can include any modifications to the condition of the item at check-out ; removal or damage to clear cover, book jacket, stickers and processing, smoke, dampness, bugs, writing or marks on item, cut/ torn or folded pages.

- An item is automatically declared lost by the Library if it has been overdue 60 days. A final courtesy notice is emailed to the patron at 30 days, giving the borrower 30 additional days to return the item or declare it lost and pay for it.
- The borrower is responsible for the cost of the lost item. The cost is usually the retail cost at time of purchase of the original item, plus an additional charge for shipping and processing. If the item is older or the original cost is unknown, a default cost is applied.
- The Library will refund lost item payments less accrued fines upon presentation of the item within 12 months of payment. Thereafter, no refunds are made.

About Borrowing DVDs

The Library assumes no responsibility for damage caused to a borrower's equipment by a Library DVD. The Library DVD collection is for home use only, unless labeled for other use. Library DVDs are loaned with the understanding that admission fees will not be charged when they are shown.