

POLICIES

Circulation

Circulation Policy:

- Each patron must use his or her own library card. Unauthorized use of a library card may result in referral to local law enforcement.
- A Library Card STOP will be generated automatically for unpaid fines or fees \$10 and above. No materials can be borrowed until unpaid amounts are less than \$10.

Non-circulating Items: For use in Library Only

- Computers - refer to *Computer Policy* online.
- Copier
- Most recent issue of magazines
- Local History Materials - refer to *Local History Room Use Procedure* at circulation desk
- Microfilm reader/printer
- Newspapers
- Reference materials (includes microfilm)

7 Day Loan (1 Week)

- DVD'S

21 Day Loan (3 Weeks)

- Audio CD's, Audio Kits, Music CD's
- Adult and Juvenile Books (other than those mentioned above)
- New Books/Best Sellers
- Magazines (other than those mentioned above)

Renewals

- Books, audio CD's, music CD's, DVD's, magazines, and system holds may be renewed if not on a reserve list.
- Exception: No renewals on Inter-library Loan books without approval of lending library.
- Renewals may be done in person, by phone, or online – book or patron barcodes needed.

System Holds

- Patrons will be notified by phone or email when system holds are available for pick up.
- Patrons will be given a date that items must be picked up by.
- Items will be held for 7 business days (days that the Library is open).
- If a patron cannot be notified by phone or email when system holds are available for pick up, items will be held for 7 business days. It is the patron's responsibility to keep their email address, phone number, and address current and up-to-date.
- Holds not picked within 7 days, will be cancelled, returned to the lending library, and a \$1 fine will be added to the patron's record for each cancelled and returned item.
- If a person calls the Library any time before the item is cancelled and returned (within 7 days) there will be no charge.

Vacation and Professional Loans

- We can be flexible but reasonable. (No extensions on any materials in demand.)

Fines

- Adult & Juvenile – 10 cents per day per book to a maximum of the price of the book.
- Audio CD's, music CD's, Magazines – 10 cents per day per item to maximum price of item.
- DVD's – \$1 per day per item to maximum \$10.
- Missing Bar Code – \$1 each
- Lost DVD cases – \$1 each
- Lost CD cases – \$3 each
- Bags – \$1 each.

Adopted by the Board of Trustees
July 11, 2006

Updated 7-7-09