

A. Loans Periods/Overdue Fines

Items are

checked out for two weeks with a five (5) day grace period. DVDs and videocassettes are checked out for one week with no grace period.

Fines for overdue items are 10 cents per day with a maximum of \$5.00 per item.

Fines for overdue videocassettes and DVDs are .50 per day up to a maximum of \$5.00 per item. DVDs, videocassettes and Book on CD are to be returned to the checkout desk.

There will be a \$.50 fine for each DVD, videocassette or Book on CD put in the outside book drop

If materials are damaged due to obvious neglect, the replacement cost of the item will be assessed. Patrons are also responsible for the protective case used to circulate the DVD, videocassette or Book on CD.

All lost materials must be replaced at the replacement value.

On a weekly basis, library staff telephones the patron requesting that overdue books be returned. If unable to reach by phone, post cards will be sent immediately. If there is no response, follow-up letters are sent.

In cases of hardship, fines may be negotiated by the librarian.

Each Wednesday is designated as Amnesty Day. Fines for all overdue items will be forgiven.

The computers are not checked out of the library.

B. Number of items loaned

There is no limit to the number of items any one person can check out at a time.

C. Renewals

Any item can be renewed as often as a borrower wishes, unless the item is on reserve for another patron.

D. Reserves

Books may be reserved on a first-come, first-serve basis.

Patrons are to be notified immediately when a reserve book is ready. If the book is not picked up within three (3) working days after notification, it will be offered to the next patron holding reservation on that item. Reserved materials shall be returned to regular shelving at the discretion of the Library Director.

E. Restricted Patrons

Patrons will not be able to check out materials if they have items which are more than 90 days overdue. Once the items are returned, borrowing privileges will be restored.

Patrons will not be able to check out items if they have unpaid fines of over \$20. Once the fines are paid, borrowing privileges will be restored.