

## **CIRCULATION OF MATERIALS**

In order to make materials available to all patrons on an equal basis, the Library Board of Control will set policies for length of loan period, renewals and fines. The Library Board of Control will determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

### **LOAN PERIODS**

2-week loan: Most books, records, periodicals, and CDs.

3-day loan: Videos

Other loan periods: Items on Interlibrary Loan have loan periods set by the lending library.

### **OVERDUE MATERIALS:**

On the day after the due date, all materials will be considered overdue if they have not been renewed or returned. After two weeks, a reminder postcard will be sent. Materials will continue to accrue a fine until they are either renewed or returned. In some instances, the Library Director or designee will call the patron asking for the return of the material.

### **FINES:**

All overdue materials, both adult and juvenile, accrue a fine rate of \$.05 per day per item, not to exceed \$.75 per item excluding processing fees. Overdue videos accrue a fine at the rate of \$1.00 per day per video, not to exceed \$10.00 per video excluding processing fees.

Patrons with fines will be required to pay any outstanding indebtedness to the library before being allowed to check out any more materials.

A book drop at the entrance to the library is available for convenience in returning library materials during hours when the library is not open. Use of book drops does not cancel overdue fines.

### **DAMAGED MATERIALS:**

Materials such as tapes, compact discs, films, videos and records are not to be placed in the book drop because they can be damaged. Patrons are responsible for all materials checked out, and are liable for the damages which may occur to library materials. The library Director will notify the patron of payment due for the replacement or repair of the damaged item.