

CIRCULATION POLICY & FINES

CHECK OUT

Item Limit – 10 items TOTAL

<u>ITEM</u>	<u>Loan Duration</u>	<u>Renewal Period</u>	<u>No. of Renewals</u>	<u>Item Limit</u>
Books	2 weeks	2 weeks	2	10
New Books	1 week	1 week	1	4
Videos/DVDs	1 week	1 week	2	4
Audio Book CD	2 weeks	2 weeks	2	4
Fishing Kits	2 weeks	none	none	2
Laptop	1 week	1 week with documentation	1 with documentation	1
Wi-Fi Hotspot	1 week	1 week with documentation	1 with documentation	1
Magazines	1 week	none	none	4

RENEWALS

Items with renewals remaining may be renewed (loan extended) upon request in person or by phone.

Items do not auto-renew and Library Staff are not obligated to suggest item renewal but may do so as a courtesy to patrons.

Wi-Fi Hotspots and Laptops may only be renewed for Telehealth or Higher Education. The patron must provide written, official documentation of Telehealth appointments and online course registration and schedule. Hotspots and laptops may not be renewed by phone.

CHECK IN

Items should be returned to the circulation desk when the library is open. Do not put items in the book drop during library hours.

The book drop is available for after-hours book returns. It is located on the side of the library facing 3rd Street.

Items are considered checked in when they are scanned into the computer system at the circulation desk. Materials returned in the book drop outside of library hours will not be checked in until the next business day. Note that an item returned on Saturday after the library closes will not be checked in until Tuesday morning (the next business day). Over-due fines may accrue.

FINES

Books, New Books, Audio Book CDs: \$.10 per day per item. Videos/DVDs: \$.20 per day per item. Fishing Kits: \$.25 per day per item.

The Library provides e-mail reminders of items due as a courtesy if a valid e-mail address has been provided on the account.

The Library is not obligated to remind patrons of due dates after check-out. Fines begin on the day following the due date.

Fines do not “disappear” when the item is returned. Fines remain until paid.

Cardholders are charged the replacement cost for lost items. Damaged items may incur charges of 50% to 100% of the replacement cost.

Fines or charges exceeding \$5.00+ in total automatically suspend the user’s account until the fines are paid and lost/damaged items are paid for or replaced.

Patrons who check out hotspots or laptops accept full financial responsibility up to the full replacement cost of the items per agreement.