

## VI – Circulation

### 1. Circulation/Borrowing of Materials

- a. New Book: in collection for six months or less, may borrow up to 5 per library card; may be borrowed for up to 14 days; one renewal allowed, as long as there is no hold on the item.
- b. Non-New Books: in collection for more than six months, Non-New books are only limited by the total of 50 items per library card; may be borrowed for up to 28 days; one renewal allowed, as long as there is no hold on the item.
- c. Audio Books: may borrow up to 5 per library card; may be borrowed for up to 14 days; one renewal allowed, as long as there is no hold on the item.
- d. Periodicals: may borrow up to 5 issues per library card; may be borrowed for up to 7 days; one renewal allowed, as long as there is no hold on the item.
- e. Holiday books: only limited by the total of 50 items per library card; may be borrowed for up to 14 days; one renewal allowed, as long as there is no hold on the item.
- f. Bib-print material (music, DVD's) may borrow up to 7 of each format per library card; may be borrowed for up to 7 days; one renewal allowed, as long as there is no hold on the item.
- g. Reference books and Reference materials: are not allowed to be removed from the library except at the discretion of the Librarian.
- h. All library materials may be returned via the drop box located outside the Library
- i. No more than 50 items may be borrowed per library card.

### 2. Overdue and /or Lost Materials

- a. Books and periodicals: \$0.10 per day up to a maximum fine of \$5.00 per book or periodical.
- b. Non-print: \$0.25 per day up to \$5.00 maximum fine.
- c. Patrons with overdue materials will be notified in the following manner:
  - i. First notice: at one week overdue a phone call will be made.
  - ii. Second notice: at two weeks overdue a 2<sup>nd</sup> phone call will be made, if unable to reach patron a letter will be sent.
  - iii. Third notice: at 42 days overdue the computer automatically deems the material as “lost” and a letter stating replacement costs will be sent. Replacement cost is automatically determined by the computer using bibliographic record.
- d. Patrons having Library Materials fines of \$5.00 or more will have their borrowing Privileges suspended until the fines are reduced to an amount below the limit of \$5.00.
- e. A “Forgiveness Month may be held each year at the discretion of the Board of Trustees During Which time patrons may return all Library Materials (in good condition) without paying a fine. If Held, it will usually take place in April to run in conjunction with National Library Week.