



MATERIALS BORROWING POLICY

1. A general circulation item may be borrowed for two weeks. It may be renewed twice for a total of six weeks if no reserve has been placed on it. Books with "New" stickers may only be renewed at the discretion of a Librarian.
2. Books in the Reference section are for in-library use only.
3. Patrons must show a library card in order to check out materials.
4. A fine of \$.10 per business day (\$.60 per week) will be charged for general circulation overdue items. There is a maximum fine per item of \$5.00. Materials placed through the book drop after closing will be checked in on the following business day.
5. For lost or damaged materials the patron will be charged the item's original list price, and the accrued fines will be waived.
6. Patrons with more than \$10.00 in fines or who have items that are more than 6 weeks overdue may not check out additional items until they have resolved these issues.
7. DVDs are borrowed for one week (movies) or two weeks (TV series) and may be renewed at the discretion of a Librarian. Only five DVDs may be checked out to a patron at a time. There is a \$1.00 per day fine for overdue DVDs.
8. Items that contain more than one piece will not be checked in until all of the pieces are received.

Revised by the Board of Trustees

March 21, 2006

April 17, 2007

March 15, 2011

March 21, 2012

July 19, 2016

September 18, 2018

November 19, 2019