

Circulation Policies (Rev 12/13)

Loan limits, fees, and fines

All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

Materials	Fines Per Day	Loan Period in Days
Books	\$0.25	21
Books on CD/Cassette	\$0.25	21
DVD/VHS	\$0.25	21
Magazines	\$0.25	21
Music CD/Cassette/Vinyl	\$0.25	21
Tools	\$1-\$15	3 or 7
Link+	\$1.00	21
Laptops/iPads	N/A	2 hours

Children's items have no overdue fines. Patrons with senior cards (age 60+) pay \$0.10 per day fines on print and audio material.

All patron types are limited to 12 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

Lost, Stolen and Damaged Items

The Library charges a replacement fee for lost and stolen items. This fee includes the price of the item and a non-refundable \$15.00 fee. Your account will be blocked when you have not returned an item by the time a bill is sent for it. If the items are still not returned within 8 weeks after the due date, and you owe \$50.00 or more, you will be referred to a collection agency. If so, you will be charged \$20.00 in addition to the bill.

If an item is returned damaged, you will be charged for repair of the item, up to and including full replacement cost. Link+ items = flat fee of \$115.00, dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.

Maximum Fines

The maximum overdue fine for **all materials is \$5.00 for each item**. Library accounts are blocked when fines exceed \$10.00. The maximum overdue fine for Link+ items is \$15.00 for each item.

Replacement Library Cards

There is a \$2.00 fee for lost or stolen replacement cards. There is no charge for worn out or damaged cards and replacement cards requested at account renewal.

Renewing Materials

Items may be renewed as follows on the week that they are due if the item is not already on reserve.

- Books 2 renewals
- Books on CD/Cassette 2 renewals
- DVD/VHS 2 renewals
- Magazines 2 renewals
- Music CD/Cassette/Vinyl 2 renewals
- Tools yes
- Link+ 1 renewal
- Laptops/iPads no