

CIRCULATION

Library materials circulate according to the library's schedule of loan periods, renewal periods, fees and fines. Patrons must present a valid library card in order to check out materials. A patron who doesn't bring their library card may not be permitted to check out materials.

When a patron has accumulated over \$10.00 in fines/fees, the account is delinquent and no further library materials may be checked out on the card. An authorized staff member may override the delinquent status for reasonable causes.

When a library item is lost, the price of the item, as entered into the library's database will be charged. When a specific list price is not entered in the database, the average replacement cost for the type of item will be charged. A patron who loses or doesn't return one CD in a multi-CD set will be charged for the entire set if the missing CD cannot be replaced through repurchase or an existing library account.

There is a \$2.00 lost book fee assessed on each item. The charge doesn't vary with the price of the item.

Refunds are given if the item is found before six-month's time, in the condition it was in when it left the library. The cost of the item, minus the lost book fee will be refunded. After a six-month period, no refunds will be granted.

It is the responsibility of the patron to notify the Library when their library card is lost or stolen. The patron is responsible for all materials checked out on their card until the time the Library is notified of such loss or theft. The replacement charge for a lost card, or a card damaged beyond use, is \$3.00.

All payments of charges owed must be made in cash, by personal check, or by money order. In some cases, a credit/debit card may be used.