

# POLICIES

## CHECK OUT PERIOD

Items may be checked out for one month and be renewed one time only for an additional 15 days.

## ITEM LIMIT

Only five items may be checked out at one time.

## FINES

Although we do NOT charge fines, borrowing privileges will be suspended if items are not returned within 45 days.

## LATE POLICY

On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.



## LOST OR DAMAGED/MISSING

Patrons are responsible for all materials checked out using their Membership. Replacement costs are the responsibility of any customer who loses or damages library materials.





## LOST OR DAMAGED/MISSING REPLACEMENT STRUCTURE

The library will notify the customer of the replacement cost for a damaged or lost item based upon publication date.

When a damaged or lost item has been paid for, that item will be removed from the customer's record.

After three months, the library will not issue refunds for lost items that are subsequently found.

## DVDs, Video Games, & CDs

| REPLACEMENT COST | PUBLICATION DATE |
|------------------|------------------|
| FULL             | < ONE YEAR       |
| HALF             | > ONE YEARS      |

## BOOKS

| REPLACEMENT COST | PUBLICATION DATE |
|------------------|------------------|
| FULL             | < FIVE YEARS     |
| HALF             | > FIVE YEARS     |