

## **Circulation**

Circulation materials from the library are available to patrons who have a valid library card. To obtain a library card, any prospective patron must complete the application form available at the circulation desk. Children age 12 and under must have an adult present to also sign the form.

Loan period will be three weeks for books, magazines, and books on CD. DVD's are on loan for one week. Materials will automatically renew two times as long as there has not been a hold placed on them.

*Revised 1/2022*

## **Fines**

The library will attempt to give patrons two notifications of all overdue materials. These warnings will be emailed automatically. If there is not a valid email address on file, notices will be mailed through the US Postal Service. Phone calls may also be necessary if the items still have not been returned. Fines will be charged if the items are not returned by the due date. Fines will be \$.10 each day for overdue books, magazines, and CD books. DVD fines are \$.50 for each overdue day.

If materials are not returned after 45 days, the items will be recorded as lost, and the patron's account will be blocked. The patron will then have to pay for the cost of the items plus the overdue fees that have accrued.

Staff members may use some discretion in reducing or forgiving fines in special circumstances.

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