

Circulation Policies

Loan Periods and Renewals

- All books and audiobooks are loaned for three weeks and may be renewed for up to two additional loan periods. Renewals may be made in person, by phone, or by email.
- Regular videos and music CDs are loaned for one week. Limit five per card and may be renewed for up to two additional loan periods. Renewals may be made in person, by phone, or by email.
- New Release videos are loaned for 3 days. Renewals for one additional 3-day period are allowed, assuming no other patron has made a reservation of that material.
- Reference materials and items on local history may be checked out overnight to a registered library patron upon request and approval.
- All computers, including tablets set up for children and laptops, are loaned for use on the Library premises only. Limit of 30 minutes if people are waiting.
- Kindle Paperwhites are loaned for three weeks to registered patrons over the age of 18. Limit one per household.

Reservations and Holds

- Registered library patrons may place a hold on an item by requesting it in person, by phone, or by email.
- Library staff will notify patrons when the item is available. It will be held at the desk for four regular library days.

Overdue Fines

- Fines are not intended to be punitive or to limit access to the library resources but rather to discourage abuse of borrowing privileges.
- Following a four-day grace period, a charge of 10¢ per item (except Kindle Paperwhite) per library business day will be added to the library patron's account, including charges for the four-day grace period.
- Patrons will be denied borrowing privileges if:
 - Fines total \$10.00
 - More than 10 items are overdue
 - Items are more than 90 days overdue
- Kindle Paperwhites accrue fines at \$1.00 per day.

Lost or Damaged Materials

- Materials that are lost or damaged beyond repair will result in a fee being charged to the borrower in the amount of the retail price of the material or the cost of a similar replacement.
- Patrons will have the option of replacing a lost or damaged item with a new or used item in excellent condition subject to approval by library staff.
- A lost or damaged item that has been paid for or replaced may be kept by the patron.
- Overdue fines associated with an item that has been paid for will be waived.
-

Restrictions

- No library material shall be restricted beyond what is outlined above.
- Parents or guardians of library users under 18 are responsible for the safe return of all loaned items, any overdue fines, or payment for lost or damaged items checked out by their children.

Confidentiality of Records

- In accordance with the American Library Association's "Policy on Confidentiality of Records," library staff shall be advised that circulation records and other records identifying the names of library users are confidential.
- These records shall not be made available to any agency of federal, state, or local government, or any individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
- The library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.
- Parents of minor children who are responsible for materials checked out on their children's cards may have access to information on overdue items on those cards.