

Title: Materials Loan Policy
Effective Date: 8/20/19
Authorized By: Library Board of Trustees
Date of Last Revision: 2/16/2021

Loan Periods and Fines

Material	Item Limit	Loan Period	Renewals	Fines
Books (Adult & YA)		21 days	2	none
New Books (Adult & YA		14 days	2	none
Children's Books		21 days	2	none
Audiobooks (Adult, YA, & Children)		21 days	2	.10/day
Playaways	5	21 days	2	.10/day
Music CDs (Adult, YA, & Children	5	21 days	2	.10/day
DVD Movie/Series	6	7 days	2	.25/day
Hotspots	1	7 days	1	1.00/day
Magazines	2	14 days	2	none
Video Games	2	7 days	2	.50/day

- Due dates and fines will be calculated according to days the library is open. No fines will accrue and items will not be due on days the library is closed.
- The maximum fine accrual for most items will be \$5.00, hotspots will have a maximum fine of \$45.00.
- Patrons with more than \$10.00 in fines and/or fees will not be allowed to check out or renew.

Title: Materials Loan Policy
Effective Date: 8/20/19
Authorized By: Library Board of Trustees
Date of Last Revision: 2/16/2021

Renewal

- Items may be renewed online, in-person, or over the phone.
- Items with outstanding holds will not be allowed to renew.

Overdue Notices

Notice	Time from Due Date	Contact Method
Pre-overdue	Up to 3 days prior	E-mail
1st Notice	7 days after	Email, Text, Phone
2nd Notice	17 days after	Email, Phone, Text
Billing Notice	45 days after	Email, Phone, Text

Lost Items

- Items not returned or renewed will be considered lost.
- At 45 days overdue the system will automatically change the item status to lost and the full replacement fee of the item will be added to the patron's card.
- Lost items may be returned at any time before the replacement fee is paid. If an item is returned the patron will be credited the replacement fee minus the accrued fine.
- Lost items that have been paid for cannot be returned. No refund will be given.
- The library will accept replacement copies of items in lieu of payment so long as the copy is a new copy of the exact edition that was lost/damaged.

Holds and Requests

- Patrons may request items online, in person, or over the phone.
- The maximum number of holds and requests per person will be 15 items.
- Requests will be filled in the order in which they are placed.
- Items will remain on the hold shelf for pickup for 3 business days.