

**Title 3:                   Circulation**

**Chapter 1:               Borrowers**

**03-01-01 Borrowers**

- a) Anyone may receive a library card. There is no minimum age or residency requirement for receiving a card.
- b) Parents and legal guardians must verify the address of minors. Parents and legal guardians are responsible for material checked out by children under age 18.

**03-01-02 Borrowing Materials**

- a) To ensure fair use of library materials, library administration will establish guidelines to implement this policy. Guidelines will include but are not limited to time limits on the use of library computers and amounts charged for lost or damaged library materials, equipment and facilities.
- b) Misuse of borrowing materials by not returning or damaging library materials may result in the loss of borrowing privileges.
- c) Patron library card information will be used only for legitimate library purposes. Disclosure of card information will be limited to the individual borrower or their legal guardian. Release of card information beyond reasons listed will be limited to those situations required by law.

**03-01-03 Borrower Responsibilities**

- a) A library card is required to check out materials or use the computers.
- b) The person to whom a card is issued is responsible for all material borrowed on that card. Patrons are cautioned to not lend their cards to others and to report lost or stolen cards immediately.

(Revised 12/11/01)

(Revised 7/01/06)

(Revised and Board approved 8/14/07)

### Title 3: Circulation

#### Chapter 2: Procedure

##### 03-02-01 Loan Periods and Overdue Charges

	Loan Period	Grace Period	Daily Overdue Charge	Max Ck Out Per Card **	Maximum Renewals
Book	21 days	3 days	.10 children's .20 all others	**	1
Video	7 days	none	1.00 all	7	1
Compact Disc (music)	21 days	3 days	.10 children's .20 all others	5	1
Audio Book (tape or CD)	21 days	3 days	.10 children's .20 all others	**	1
Magazine	21 days	3 days	.10 children's .20 all others	**	1
Pamphlet	21 days	3 days	.20 all	**	1
DVDs	7 days	none	1.00 all	3	1
Reference*	Overnight	3 hours	\$1 per hour	*	none

\* At the discretion of the Reference staff

\*\* Maximum items on loan per card is 75

##### 03-02-02 Card Replacement Fee

Card replacement fee is \$2.00.