

Circulation Policy

- Patrons will be asked to provide a photo ID (from which pertinent information should be recorded), proof of their residence, telephone number, email (if possible) and the telephone number of a friend, co-worker or relative who would know where they were if we need to contact them. If any changes are made in this information, the Library must be notified.
- Children may have their own library card. A parent or guardian must have their own card and anyone under the age of 16 will be appended to their parent or guardian's card. It is not appropriate for older siblings to get cards for younger siblings.
- Each patron is responsible for materials checked out on that individual's borrower card. If a card is lost or stolen it must be reported immediately.
- There are no limits on the books that may be checked out. Five each of any audio/visual category may be checked out to any one patron at one time.
- All items are checked out for a two-week period and may be renewed if no reserves or requests (holds) are placed on the item. Items may be checked out for longer if the patron wishes, subject to staff member's judgement.
- Items may be renewed by phone.
- The Librarian may deny service to any person for failure to return borrowed items, or refusal to pay fines, for destruction of property, or objectionable conduct in the Library. All circulation records and registration information are confidential and will be surrendered only by court order.
- Late charges are set at: Audio/Visuals - .50 per day up to \$5.00; Books and Magazines - .10 per day up to \$5.00. There is a \$25.00 cap on fees if all materials are returned.