

Circulation Policy

Circulation Period/Renewals

- a. Library materials are circulated for two weeks.
- b. Library materials may be renewed at the end of the normal circulation period unless the material has been placed on hold by another patron or is overdue.
- c. Items may be renewed 2 times.
- d. Borrowers must present a library card to check out materials.

Overdue items

Materials that are overdue are subject to a fine. Fines are imposed to encourage borrowers to return materials on time and may be waived by library staff when overdue materials are returned. Borrowers who have 3 or more overdue materials or owe more than \$5.00 in outstanding fines will not be allowed to check out additional materials until the overdue material has been returned. They are welcome to use materials in-house or use digital resources. The fine structure is as follows.

Description	Fines
Print materials	\$0.10 per day of operation up to the cost of the item
Audio–Visual materials	\$0.50 per day of operation up to the cost of the item
Lost or Damaged Materials	Replacement cost (plus \$5.00 Processing fee).