

## **Circulation Policy**

All borrowers must fill out an application form to register for a library card; applicants under 14 years of age must have the signature of a parent or guardian. Children must be at least 5 years of age to receive a card. Borrowers must have a valid library card to borrow any library materials.

## **Reserves**

Reserves may be placed by patrons in person, remote technology, or by phone. Patrons will be notified by telephone or appropriate means when the materials are available.

## **Loan Periods**

Books may be checked out for 3 weeks. They may be renewed 1 time if they are not on reserve for another person..

Periodicals, except for current issues, may be checked out for 1 week.

DVDs may be checked out for 1 week. A DVD may be renewed 1 time as long as another patron does not have it on reserve.

Reference books may be checked out for 1 week.

## **Interlibrary Loan**

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The Library Board recognizes that the Interlibrary Loan is part of fulfilling the mission of the library, so there will be no charge for a patron to access Interlibrary Loans.

The patron must abide by the same rules of circulation that apply to in-house materials.

## **Fines and Fees**

There are no late fees on Library Materials. Replacement cost of lost or damaged Library materials will be found in the circulation system. Patrons are not allowed to check out materials if fines exceed \$5.00. If a patron needs to work out a payment system; please speak to the director.

The cost to copy, print, or fax a document is \$.25 per page.

A scanner is available for scanning documents or pictures for patron use. Materials may be scanned and printed, saved to a disk or e-mailed. Professional pictures may not be scanned. Staff will do scanning for patrons as time allows.