

## Circulation Policies

### Library Cards -

District residents can apply for a card and begin using the library on the same day. Non-district residents are eligible to borrow under direct access.

Patrons aged birth through 13 years may have a children's library card enabling them to borrow any children's items in the Library. At age 14 we will automatically change the privileges of a children's library card to that of an adult library card. Parents have the option of changing their child's card to an adult card before the age of 14, or keeping their child's library card designated as a children's library card until the age of 18.

### Requests-

Reserves may be made on all library materials by card holders in person, by phone or through the online catalog. If we don't own an item that you are interested in borrowing, we may be able to get the item for you from another library through interlibrary loan. You may place the request yourself or see the Reference Librarian for help placing reserves and interlibrary loans.

### Renewals-

Up to six (6) automatic renewals will be made on most materials except equipment/devices. Items with reserves cannot be renewed.

### Fines-

Beginning in November 2020 the Library no longer charges fines for overdue materials. Patrons are expected to return materials in a reasonable time and will be bill a replacement cost for long overdue material.

### Borrowing periods and limits-

Circulation Type	Loan Period	Limit on Number Borrowed
Adult Books	21 days	no limit
Adult New Fiction over 300 pages & Adult New Non-Fiction	14 days	no limit
Adult New Fiction under 300 pages	7 days	no limit
Children's Books	21 days	no limit
Adult New Entertainment DVDs	3 days	5
Adult Entertainment DVDs & Children's DVDs	7 days	5
Books on Tape	21 days	no limit
Books on CD	21 days	no limit
New Books on CD	14 days	no limit
Music CDs	21 days	no limit
Magazines	7 days	no limit
Equipment/Devices	14 days	No Renewals 1