

### ***PS 3.4 Borrowing Periods***

Most items in the library are charged for 28 days. Entertainment videos, DVDs, and magazines may be borrowed for 7 days. Television series DVD collections can also be borrowed for 7 days.

#### ***PS 3.41 Borrowing Limits***

There is a limit of (15) items that a patron can checkout at one time. However, in special circumstances with the approval of the director (i.e. homeschooling, etc.), this may be overridden. Only 3 DVDs can be checked-out per family, or single patron at a time.

With interlibrary loans, patrons will be subject to the circulation policies of the lending library.

### ***PS 3.5 Fines/Fees***

A 2-day grace period will be allowed for overdue material. A fine of \$.25/day will be charged for each item overdue after the grace period. A fine of \$1.00/day will be charged for juvenile and adult audio/electronic media past due. Adult borrowers are held responsible for items charged out on their cards. Parents/guardians will be responsible for the payment of charges incurred by their minor children.

The cost of document preparation, handling, and postage in the amount of \$2.00 will be assessed a patron where notification of overdue materials is required, and added to the patron's fine.

If an overdue item is returned, the overdue fee may be maximized to the limits defined as follows:

- |                               |         |
|-------------------------------|---------|
| 1. Adult book                 | \$ 5.00 |
| 2. Juvenile/Intermediate book | 5.00    |
| 3. Periodical                 | 3.00    |
| 4. CDs/DVDs (single or set)   | 5.00    |

#### ***PS 3.51 Fees for Lost/Damaged Materials***

If the item is lost or damaged, the borrower may be charged up to the suggested retail value for the said item, as well as any accrued fines. An item is considered "lost" after being overdue for 90 days.

A borrower who cannot locate an item at the time an overdue notice is received, may formally report it 'lost' thereby stopping the fine(s). If the item is not found within 60 days of the dated notification by the library, the price of the item will be charged to the borrower.