



## **Borrowing/Circulation Policies**

### Loan Periods:

Most items owned by Lee-Whedon Memorial Library have a 2 week borrowing period. Some materials may be requested for more than two weeks. No materials may be borrowed if fees exceed \$3.00. Reference and local history materials may not be taken from the building.

### Interlibrary Loan:

Items can be requested from other libraries within NIOGA through our online catalog. It may be possible for the Library Director to get a book from another library system if we don't own it. You have 1 week to pick up your holds before they are sent back to the owning library. There is a \$1.00 charge for all items not picked up within 1 week. Items from other libraries may have different loan periods, please check your receipt carefully.

### Limits:

- Children may take up to 40 books if accompanied by a parent or up to their grade if unaccompanied.
- 6 Media can be checked out per card. This is by type of media (DVD, CD, Audio)
- Only 1 video game can be checked out per card
- 40 items can be checked out per card

### Renewals:

- New items can only be renewed if there are NO HOLDS
- DVDs and Games cannot be renewed
- All other items can be renewed 2 times if no holds

### Library Cards:

- Patrons must have their card or photo ID when checking out materials
- Parents can use their child's card, if they do not have a blocked account
- Replacement cards are given free of charge if due to excess wear and tear
- Lost cards cost \$1 for the first replacement, \$3 for the second, and \$5 for all consecutive lost cards
- Proof of address and photo ID must be provided for new library cards
  - Juvenile cards can be issued to ages 12+ without a parent present (student ID is acceptable proof)
  - PO Box is not acceptable proof of address
- Red dotted media items cannot be checked out on Juvenile cards
- Non-Resident cards will be issued to those who work in NIOGA, are summering in NIOGA, or with permission from the Director/Assistant Director

### Miscellany:

- DVDs and Games with a Red Dot must be checked out to a patron age 17+ and with an adult card.

- All other rated media can be checked out to persons of any age. It is not the Library's responsibility to monitor or censor what children borrow.

#### Book Drop:

The book drop is located outside the library to the right of the doors. It is for books only. There will be a \$1.00 charge for any media (audiobooks, Playaways, DVDs, CDs, games, etc) placed in the book drop. All media must be returned to the library desk.

#### Damaged/lost materials fees:

Media Cases \$5  
Media Artwork \$5  
Audiobook discs \$8  
Damaged Book \$5

If an item is damaged beyond repair and is in such condition that it cannot be circulated again, the cardholder will be responsible for the full replacement cost of the item. This includes teeth marks, punctures, detached print block, detached cover, ripped or missing pages, water damage or staining, or no longer appropriate for circulation. Partial payments will not be accepted. Replacements will not be accepted. Refunds for lost items that are later found will not be issued.

#### Late Fees:

The following fees will be assessed automatically by the catalog per day your materials are late. These fees only apply to materials owned by Lee-Whedon Memorial Library.

Children's books: 5 cents  
Adult books: 10 cents  
CDs/DVDs: 25 cents  
Games: \$1.00  
Media left in book drop: \$1.00

Approved Oct 2007

Amended 11/16/12