

# LOAN PERIODS & OVERDUE CHARGES

| <u>MATERIAL</u>                   | <u>LOAN PERIOD</u> | <u>RENEWALS</u> |
|-----------------------------------|--------------------|-----------------|
| BOOKS                             | 2 WEEKS            | YES             |
| BOOKS ON RESERVE                  | 2 WEEKS            | NO              |
| BOOKS ON CD,<br>TAPES & PLAYAWAYS | 2 WEEKS            | YES             |
| VIDEOS– DVD                       | 1 WEEK             | YES             |
| VIDEOS– DVD SERIES                | 2 WEEKS            | YES             |

## Overdue Charges

There is a .10 a day charge for all materials returned late.

There are no charges for a 3 day grace period, on Sundays, or on days the library is closed.

There is a maximum overdue charge of \$10.00 per item.

## Lost & Damaged

\* If an item is lost, the patron will be asked for reimbursement equal to the replacement cost of the item or less depending on the item's age and cost. For some items, the patron will be charged actual replacement costs. Patron supplied replacements will not be accepted without prior approval.

\* If an item is judged by the staff to be damaged to such an extent to make it unfit for library use, the patron will be asked for reimbursement as if the item were lost.

## Inter Library Loans

There is no charge for inter-library loans placed through MelCat. However, if the lending library requests a lending fee, this charge will be passed along to the borrower. The library will notify the borrower of any charges before placing fee-based requests.

## New Borrowers

New Borrowers will be limited to 2 items at a time for the first month or until their registration information can be verified.

**Failure to return materials,  
to pay overdue fines,  
or reimburse the library for  
lost or damaged materials,  
may result in the suspension of  
borrowing privileges.**