



## Circulation (Check Out) Limits

First time borrowers are limited to check out up to 5 library items. Once their account is considered in good standing (account holder demonstrating responsibility for checking out and returning items in accordance with library policy and carries no monetary fines) they may check out the maximum number of items listed below.

- As long as a patron's library card is in good standing the following limits shall be placed on specific library materials:

<b>Physical Items</b>	<b>Circulation/Check-Out Limits</b>
<ul style="list-style-type: none"> <li>• Books and Magazines</li> </ul>	<ul style="list-style-type: none"> <li>• 50 Per Customer for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• CDs, Audiobooks, Playaways, Vox Books, Wonderbooks</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Per Customer for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• DVDs</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Per Customer for 14 days</li> </ul>
	<ul style="list-style-type: none"> <li>• Only 3 of which can be multi-disc i.e., TV series</li> </ul>
<ul style="list-style-type: none"> <li>• Nook Glows</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Adult Card for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• Launchpads</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Card for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• Views</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Per Card for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• iPads</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Adult Card for 7 days</li> </ul>
<ul style="list-style-type: none"> <li>• External Speakers</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Card for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• Video Games**</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Per Card for 14 days</li> </ul>
<ul style="list-style-type: none"> <li>• PS3</li> </ul>	<p><b>** Rated "M" Video Games can only be checked out by individuals 17 years of age or older and they must show a valid ID for checkout. If an individual is under 17, they must have a parental waiver on file.</b></p>
<ul style="list-style-type: none"> <li>• PS4</li> </ul>	
<ul style="list-style-type: none"> <li>• PS5</li> </ul>	
<ul style="list-style-type: none"> <li>• Switch</li> </ul>	
<ul style="list-style-type: none"> <li>• Wii</li> </ul>	
<ul style="list-style-type: none"> <li>• Wii U</li> </ul>	
<ul style="list-style-type: none"> <li>• Xbox 360</li> </ul>	
<ul style="list-style-type: none"> <li>• Xbox One</li> </ul>	
<ul style="list-style-type: none"> <li>• Xbox Series X</li> </ul>	
<ul style="list-style-type: none"> <li>• Hot Spots</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Adult Card for 7 days</li> </ul>
<ul style="list-style-type: none"> <li>• Immersive Reality (IR Books)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Card for 21 days</li> </ul>
<ul style="list-style-type: none"> <li>• Calculators</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Card for 7 days</li> </ul>
<ul style="list-style-type: none"> <li>• DVD Players</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Card for 14 days</li> </ul>
<ul style="list-style-type: none"> <li>• Reader Pens</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Per Adult Card for 14 days</li> </ul>



<b>Digital Resources (eResources)</b>	<b>Circulation/Check-Out Limits</b>
<ul style="list-style-type: none"> <li>• Hoopla (App Available)               <ul style="list-style-type: none"> <li>• eBooks</li> <li>• Comics</li> <li>• Movies</li> <li>• TV Shows</li> <li>• Music</li> <li>• Audiobooks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 8 items per Customer Per Month</li> <li>• 21 Days</li> <li>• 21 Days</li> <li>• 3 Days</li> <li>• 3 Days</li> <li>• 7 Days</li> <li>• 21 Days</li> </ul>
<ul style="list-style-type: none"> <li>• cloudLibrary (App Available)               <ul style="list-style-type: none"> <li>• eBooks</li> <li>• Audiobooks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 10 Per Customer for 21 days</li> <li>• 21 Days</li> <li>• 21 Days</li> </ul>
<ul style="list-style-type: none"> <li>• cloudLibrary NewsStand (Magazines) (App Available)</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited</li> </ul>
<ul style="list-style-type: none"> <li>• Flipster Magazines (App Available)</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited number of magazines for 7 days</li> </ul>

<b>Library of Things (MakerSpace)</b>	<b>Circulation/Check-Out Limits</b>
<ul style="list-style-type: none"> <li>• addiEgg</li> </ul>	<ul style="list-style-type: none"> <li>• 7 Days</li> </ul>
<ul style="list-style-type: none"> <li>• addiExpress</li> </ul>	<ul style="list-style-type: none"> <li>• 7 Days</li> </ul>
<ul style="list-style-type: none"> <li>• Adventure Kits</li> </ul>	<ul style="list-style-type: none"> <li>• 21 Days no renewals</li> </ul>
<ul style="list-style-type: none"> <li>• Crochet Hooks</li> </ul>	<ul style="list-style-type: none"> <li>• 14 Days</li> </ul>
<ul style="list-style-type: none"> <li>• Knitting Looms</li> </ul>	<ul style="list-style-type: none"> <li>• 14 Days</li> </ul>
<ul style="list-style-type: none"> <li>• Knitting Needles</li> </ul>	<ul style="list-style-type: none"> <li>• 14 Days</li> </ul>
<ul style="list-style-type: none"> <li>• PomPom</li> </ul>	<ul style="list-style-type: none"> <li>• 14 Days</li> </ul>

2. A patron with overdue materials charged to their library card may not check out additional materials until all overdue materials are returned and all fines and fees are paid in full.
3. Digital Resource checkouts will be blocked automatically if fines are not paid or there are overdue items on account.
4. Registered borrowers may not place more than five (5) items on HOLD at any given time.
5. HOLDS must be checked out by the borrower within 7 days or the item is returned to the shelves.
6. Hot Spot HOLDS must be checked out by the borrower within 2 days or the item is returned and checked out to the next HOLD.
7. Renewals: after registered borrowers' original check-out period, they may renew 1 time if there are no other HOLDS on the item.
8. Some branches may choose to limit the number of children's books per patron during the Summer Reading Experience.
9. Branch Supervisor may override Branch limits at their own discretion case by case.



## Lost, Unreturned, Damaged Items Fines and Overdue Items

### **Lost and Unreturned Items**

1. Borrowers are required to pay for items that are lost, unreturned, or damaged while charged to them. Patrons are required to pay for items they have damaged during in house use.
2. If a patron does not pay for a lost, unreturned, or damaged item, his/her borrowing privileges will be suspended.
3. If a patron reports the loss of items, he/she may be allowed to continue looking for the item for an additional circulation period. If it is still not returned after the extended period, patron must pay for item. Payment cannot be returned if the lost item is found later.
4. Costs of the lost/returned materials will be determined by current replacement costs. In lieu of the current replacement cost, a new, exact item may be purchased to replace lost, unreturned, or damaged item. A \$3 processing fee is charged when replacing materials to cover library costs (labels, book covers, etc.).
5. Lost or Damaged ILL Straps= Replacement Fee \$2.00
6. Lost or Damaged DVD & Video Game Sleeves (Large & Small) = First incident is noted on patron's account. Second incident patron pays Replacement Fee \$2.00.

### **Lost or Damaged Accessories**

- Adventure Kits = Replacement Fee varies according to MARC Record
- Playaway Orange Case = Replacement Fee \$6.00
- Launchpad Orange Case = Replacement Fee \$13.00
- Security Lock = Replacement Fee \$1.00
- Launchpad AC Power Adapter with cord = Replacement Fee \$20.00
- Launchpad USB Cord = Replacement Fee \$10.00
- Launchpad Power Adaptor = \$13.00
- Hotspot USB Cord = \$10.00
- Hotspot Power Adaptor = \$13.00
- Hotspot Protective Case = \$12.00
- Immersive Reality Goggles = \$15.00



## **Damaged Items**

1. Upon return of damaged materials, the supervisor will determine the extent of the damage, i.e., whether it is suitable to be used by other patrons, or needs replacement. If the item is considered damaged, the patron must pay replacement cost or replace exact item as stated above.

## **Fines and Overdues**

1. Fines and overdue amounts are charged to ensure the prompt return of materials. Library service is free to all if borrowing privileges are not abused. Patrons with overdue materials may not check out any other items until overdue items are returned and fines are paid.

\*Fines on overdue materials are collected only for the days that the library is open.

- Books, magazines, DVDs/Blu-rays, vertical file materials, Audio CD's, Vox Books, Wonderbooks, IR Books, and software: \$.05/day per item (Maximum fine \$1.00 per item).
- Equipment: Headphones, DVD Players, Kodak Slide Projector, Polaroid Sun 660 Camera, 3M Overhead Projector, Dukane Film Strip Projector, Intelliglobe Pen: \$1.00/day per item (Maximum fine \$20.00).
- Electronic Reader (Nook GlowLight), iPads, Calculator, Playaway, Speaker, Launchpad, Geo Safari, Video Games, Views, Adventure Kits: \$1.00/day per item (Maximum fine \$10.00).
- Laptops: \$10.00 per day (Maximum Fine \$50.00).
- Hotspots: \$2 per day (Maximum Fine \$72.00).
- Digital Resources (eResources) are not subject to fines as they are returned automatically.

**\*The Library is not responsible for any damage to patrons' personal audio/visual/equipment due to defective, damaged, or faulty materials.**