

Book and Media Returns Policy

1. The library has two drive-up returns. A book return for printed materials and a media return for audiovisual materials. Both returns are accessible from the parking lot located on the south side of the library and are open 24 hours a day, seven days a week.
2. The Media return is for DVDs and CDs only. Printed materials, books and magazines are to be placed in the Book return. Continued abuse of returning materials in the wrong return will result in a \$1.00 damage fine per item.
3. Some of the library's materials such as educational games, puzzles, and a few books and audiovisual materials are too large for either return and must be returned to a circulation desk.
4. All materials returned after 4:30 p.m. will be checked in the next business day.

Adopted November 9, 2016