

## **Circulation Rule Policy**

1. Library materials may be checked out by members with a valid library card that has no problems on the account or fines over \$5.00. Members are encouraged to present their library card when checking out. Members may access their accounts via the Library's website to renew or reserve materials.
  - a. When the member does not have their library card with them they must verify their identity by giving their address or phone number or presenting a valid photo ID if we do not have their picture on file.
2. Books and CDs have a checkout period of two weeks. They may be renewed for two (2) additional weeks if there are no reserves on the material. No additional renewals are allowed.
3. Magazines, educational games, and puzzles have a check out period of one (1) week. They may be renewed for an additional week if there are no reserves on the material. No additional renewals are allowed.
4. DVDs have a check out period of one (1) week. They may be renewed for an additional week if there are no reserves on the material. There is a limit of seven (7) DVDs that can be checked out per library account.
5. Telescopes may be checked out by a library member at least 18 years of age with a library account that has no problems or fines over \$5.00. The library member is required to sign a borrowing agreement and provide a \$25.00 refundable security deposit. The checkout period is two (2) weeks. They may be renewed for two (2) additional weeks if there are no reserves on the item. No additional renewals are allowed.
6. Library materials may be renewed over the telephone. The member should have their library card number available or verify their address or phone number. Library staff will notify library members of overdue fines at the time of renewal.
7. Extended loans and renewals may be made at the discretion of the Library Director.
8. Reserve materials will be held for the requesting member for three (3) days with a limit of 10 reserves per member. Members will be notified by telephone, email or text messaging when reserves are ready to be picked up.
  - a. Pulling items on reserve will be done daily each morning.
  - b. Materials with a reserve list will be checked out to the member with the earliest request date with no renewal allowed.
  - c. Members who activate the Express Author feature are randomly placed on a reserve list by the computer system.
9. A DVD or CD may be reserved in advance for a specific date by a school, organization or special group.

Amended April 10, 2019