

Circulation Rule Policy

1. Library materials may be checked out by members with a valid library card in good standing. Members must 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 ID.
 - b. Members are allowed one checkout in a 6-month period without their library card.
2. Books and CDs have a checkout period of two weeks. They may be renewed for two (2) additional weeks if no reserves have been placed on the material. No additional renewals are allowed.
3. Magazines, educational games, and puzzles will be checked out for a one (1) week period. They may be renewed for an additional (1) week, if no reserves have been placed on the material. No additional renewals are allowed.
4. DVDs may be checked out for one (1) week with no renewals with a limit of seven (7) DVDs at any time on one library account. DVDs may not be transferred (checked out) between cardholders of the same household.
5. Librarians will renew library materials over the telephone when members do not have Internet access or are not able to come to the library. The member should have their library card number available. If materials are overdue, members will pay the fine upon return of renewed materials.
6. Reserve materials will be held for the requesting member for three (3) days with a limit of 10 reserves. Members will be notified by telephone, email or text messaging when reserves are ready to be picked up.
 - a. Pulling these items for members will be done only as staff time allows.
 - b. Materials with a reserve list will be checked out to the member with earliest request date for two (2) weeks with no renewal.
 - c. Members who activate the Express Author feature are randomly placed on a reserve list by the system.
7. A DVD or CD may be reserved up to four (4) weeks in advance for a specific date by a school, organization or special group. We ask that you check with a librarian three (3) or four (4) days prior to your reservation.

Adopted November 9, 2016