

Loans to Nebraska City Assisted Living Retirement and Care Facilities Policy

Nebraska City care facilities that choose to send employees to select, pick up, and return materials for their residents will follow this policy.

1. Books and CDs will be checked out for two (2) weeks with two (2) renewals for a total of six (6) weeks.
2. If books or CDs have not been renewed or returned on time, an overdue fine of \$.10 a day per item will be assessed.
3. DVDs will be checked out for one (1) week with one (1) renewal for a total of two (2) weeks.
4. If DVDs have not been renewed or returned on time, an overdue fine of \$.50 a day per item will be assessed.
5. It is the responsibility of the care facility to request renewals and pay all overdue fines.
6. Billing for overdue fines will be issued the last day of the month with payment expected by the last day of the next month.

Adopted November 9, 2016