

## **Circulation Rule Policy**

1. Library materials may be checked out by members with a valid library card that has no problems on the account over \$20.00. 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.
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.
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 over \$20.00. 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. Each day at noon any due or overdue item that is eligible for renewal will automatically be renewed. Items that will not be renewed include items that (1) have reserves on them (2) are not renewable by virtue of the circulation rules, or (3) are checked out to blocked patrons.
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.
  - 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.
10. A member's responsibility for library materials that have been checked out and returned does not end until it is determined that the material has not been damaged and there are no parts missing.

11. The following steps are to be followed when library material is returned with insect infestations.
  - a. Library materials returned with signs of insect infestations will be immediately quarantined in large Ziploc bags for evaluation. The condition of the material will be photographed. The library director will evaluate and determine if the material needs to be treated as damaged or destroyed and subject to the appropriate fines or replacement costs.
  - b. Library staff will immediately notify all library members residing at the same address with the insect infestation that their library checkout privileges have been temporarily suspended until their place of residence has been treated by a professional exterminator.
  - c. Library checkout privileges will not be reinstated until a receipt from a professional exterminator has been presented to the library director for review.
  - d. Repeat instances of materials being returned with insect infestations may result in more stringent circulation limits, including long-term suspension of checkout privileges.

Amended May 12, 2021