

Check Out Periods

Books, Audiobooks, and CDs may be checked out for 21 days.

Magazines, DVDs, Blue-rays may be checked out for 7 days.

Popular “short loan” materials may be checked out for 14 days.

Any item that does not have a hold on it may be renewed up to two times.

Items such as kits, guitars, and book club books may have special due dates.

As long as items are returned before 9am on the day after they are due, they are considered on time. (Example: Mary’s book is due on Thursday. She puts it in the outside book drop at 7am on Friday. It is counted as returned on time.)

On Sundays no check-ins are done, so this day can be used for extra time. (Example: John’s book is due on Saturday. He puts it in the outside book drop at 8am on Monday morning. It is counted as returned on time.)

Late Fines:

Adult materials: Ten cents (\$0.10) per day

Teen materials: Ten cents (\$0.10) per day

Children’s materials (not including Teen/Young Adult materials): No fines.

All DVDs, blue-rays, and video games, including children’s dvds: Fifty cents (\$0.50) per day

Late fines are capped at a maximum of \$5.00 per item.

Lost Fees

Patrons will be held responsible for the loss of any library materials, either through accident or theft. While library staff will always strive to ensure that library materials are complete in all parts, patrons must take responsibility for checking all that materials are present and complete before they leave the library with the materials.

Items which are lost will be charged at the publisher’s list price.

We do not accept replacement items. Lost items must be paid for.

If an item is returned within one month of being registered as lost, a refund will be given minus late fines, damage fees, and a certified letter fee (if applicable). An item is registered as lost 30 days after the item is due.

Example of Check Out Periods, Fines, and Lost Status:

Mary checks out a book on April 1st. It is due back in 3 weeks (April 22nd).

On April 21st, Mary renews the book for three more weeks, it is now due May 13th.

On May 13th, Mary renews the book again for three weeks, it is now due June 3rd.

No more renewals are possible.

Mary does not return the book.

30 days later on July 3rd, the book is marked as “lost.” Mary is billed for the item.

Mary pays for the lost book.

After 30 days (August 3rd) Mary can no longer get a refund, even if she finds the book.

Maximum Fines

Late fines are capped at a maximum of \$5.00 per item.

Patrons are blocked from checking out new materials after accumulating \$5.00 in fines.

No household may have over \$10.00 in fines, and anyone residing in the household will be blocked from checking out materials or using the computer until these fines are paid in full.

Patrons may still use library computers even if they or other household members have fines.

Damage

Patrons will be held responsible for damage to any library materials, either through accidents or misuse. While library staff will always strive to ensure that library materials are free from defect or damage, patrons must take responsibility for checking all materials for overt signs of damage before they leave the library with the materials.

Damaged fees will be assessed by the Director and may range from minimal to the full replacement cost of an item.

Passed by the library board 6/24/20 and updated 11/5/2020.