

## Check Out Policy / Fine Schedule

<b>Item</b>	<b>Limit Per Person</b>	<b>Checkout Period</b>	<b>Renewals</b>	<b>Allow Holds?</b>
Books	25	3 weeks	3 times for an additional 3 weeks each	Yes
Magazines	10	3 weeks	3 times for an additional 3 weeks each	No
Audio Books, Music CDs	10	3 weeks	3 times for an additional 3 weeks each	Yes
DVDs (Popular, Non-Fiction, Children's, & Young Adult)	10	3 weeks	3 times for an additional 3 weeks each	Yes
Juvenile Holiday Items	10	3 weeks	None	No
MediaBox DVDs and Games	3	7 days	None	No
LOT (Library of Things)	2	7 days	None	Yes
Table-Top Games	2	7 days	1 time for an additional week	Yes
Verizon Wi-Fi Hotspot	1	3 weeks	None	Yes
Interlibrary Loan	5	30 days	None	No

- Library patrons need to use the Biometric Finger Identification system or their library card with pin number to check out materials.
  - Please note that use of the Media Box requires Biometric Finger Identification.
- Renewals are allowed as long as there is not a waiting list.
- Patrons are responsible for any loss to library materials.
- Parents/Guardians are responsible for determining the suitability of library materials for their children.
- The Library reserves the right to use the services of Unique Management Services, Inc. for the recovery of materials that are past due a minimum of 45 days. A \$10 service fee will be added to the patron's account.
  - Accounts for those patrons age 17 and younger will be exempt from being sent to Unique for recovery.
- Reference books, newspapers and items in Special Collections do not check out.