

Circulation of Materials

Policy 1.6

I. Loan Periods

- A. Standard loan periods, renewal information, and overdue fines are detailed in the Procedures Manual and on the Library website and may be amended from time to time, as needed, by the Library Director.
- B. Special consideration may be given to individuals or groups needing materials for study purposes. These cases will be considered by the Library Director or a staff member designated by the Library Director.

II. Lost or Damaged Materials

- A. Damaged materials may incur a charge based on the cost to repair them.
- B. For materials damaged beyond repair, full replacement costs will be charged.
- C. Patrons who lose Library materials will pay the replacement cost of those materials.
- D. Materials on loan from other agencies will have replacement or damage charges in accordance with those agencies' own policies.

III. Unreturned Overdue Materials. The Library reserves the right to take whatever follow-up collections or legal action may be necessary in the event that overdue materials are not returned.

Approved: September 26, 2013