

## CIRCULATION RULES AND POLICIES

### 1. ELIGIBILITY

- A. You must be at least old enough to sign your own name.
- B. If you are under 18, a parent or guardian must sign the application form, before your card is given or mailed to you. You do not need to show identification.

### 2. REGISTRATION

- A. If you are an adult, for your privacy and protection, you must register in person.
- B. If you are physically unable to come to the library, call the circulation department and we will make special arrangements for you to get a card and check out library materials.
- C. Adults must present identification providing their current address, preferably a driver's license.
- D. You must complete the application form.
- E. If you are applying for a card and you have never had a card from this library or have not had one for several years, you will be allowed to check out up to 3 items. We will mail your card to you. When you receive your card, you will no longer be limited to checking out only 3 items.
- F. If you have a temporary address, such as a shelter, campground, motel or school, you will be limited to checking out only 3 items. When these items are returned you may check out 3 more items. When you are able to show us proof of a permanent address, you will no longer be limited to checking out only 3 items.

### 3. BORROWING LIBRARY MATERIALS

- A. Adults may check out all library materials with your library card.
- B. It is your responsibility to check the due date on all library materials checked out.
- C. You will receive a computer-generated date due slip for all materials checked out. It will list the names of the items checked out and their due date. Individual slips will not be put in each book.
- D. When you register for a library card, you agree to be responsible for all materials borrowed and any overdue fines and any loss or damage to library materials.
- E. If you notice any damage to an item you wish to check out, please bring it to the attention of a staff person.
- F. If your card is lost or stolen, please report it to the library as soon as possible. You are responsible for materials borrowed with your card, up to the date it is reported lost or stolen. There is a card replacement fee of \$1.00 for lost or damaged cards.
- G. Please report a change of name or address promptly to the library. For your privacy and protection, we ask that all adults make these changes in person. We will need proof of the changes before you will receive a new card.
- H. You must have your card with you to check out any library materials. This is for protection and privacy.
- I. You will not be allowed to check out any library materials on your card or on anyone else's card, if you have any overdue materials or owe any fines over \$2.00.
- J. Do not lend your card to anyone. You will be held responsible for any materials checked out by anyone using your card.

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### 4. DUE DATES AND FINES

- A. Most books are checked out for 28 days. We do have some of our new fiction and more popular books that are due back in 14 days. We charge fines of \$.10 per day for overdue books. Please check the due dates and return them on time, so others may enjoy them.
- B. Juvenile book cassettes, music cassettes and compact discs are checked out for 21 days. There is a \$.10 per day charge for each of these overdue items. Make sure each item is returned in the correct bag. There will be a charge, if items are not returned in the bags.
- C. The adult audiocassettes, Playaways, and compact discs are checked out for 21 days. There is a fine of \$.25 per item, per day charged for overdue items. The items must be returned in the correct bags or cases or there will be a charge.
- D. We have a small collection of CD-ROM games that may be checked out for 21 days. Adults may check out 2 games at a time. There is a \$1.00 per item, per day late fee charged for overdue items. Check to make sure all items are returned in the box or case.
- E. Magazines and pamphlets may be checked out for 7 days. There is a limit of 6 items checked out at one time. The current magazines may not be checked out, so visiting patrons may enjoy reading them while in the library. The library charges \$.05 per item, per day fine for overdue periodicals.
- F. Four videos/DVDs may be checked out at one time, for 3 days. If the videos/DVDs are overdue, there is a \$1.00 per day, per item fine.
- G. If an item is **damaged**, you will need to pay the cost of the item.
- H. If an item is **lost**, you will need to pay the cost of the item and a \$5.00 processing fee. If the item is found and returned undamaged within **6** months, you will receive a refund for the item. You must have the receipt. You **will not** be refunded for the processing fee.

Most library materials may be renewed for one time. We borrow materials from other libraries and must follow their rules regarding renewals. You may renew items in person, or by calling the main library at 740-477-1644 or 1-888-268-3756, or the Floyd E. Younkin branch library at 740-983-8856. You may place holds on items at this library or at libraries in our consortium. There are some items that cannot be reserved. If you reserve an item and do not pick it up or call us to cancel the hold, there will be a \$1.00 per item charge added to your record. You may place the holds yourself or ask a staff member for assistance. A reference librarian will be happy to assist you. You may also place holds or renew items by visiting our website [www.pickawaylib.org](http://www.pickawaylib.org).