

CIRCULATION

1. Books:

- A. Two week loan period and may be renewed twice for a total of six weeks use, as long as item is not requested by another patron
- B. Overdue book fines will consist of five cents per day for each item. Patrons will not be allowed to borrow further items from the library until fines over \$5.00 are paid.

2. DVD's:

- A. One week loan period and may be renewed twice, as long as item is not requested by another patron
- B. May only check out a maximum of two DVD's labeled 'NEW' at a time.
- C. Overdue video fines will consist of \$1.00 per day for each 'NEW' DVD, all other videos will be \$0.25 per day (excluding days library is closed).
- D. Inserts, guides or any other piece (ex. 3D glasses) included with discs, must be returned. Lost or damaged pieces will be charged \$1.00 each.
- E. If an item with multiple DVD's or tapes is returned with missing or damaged DVD's or tapes (ex. TV series), the patron will be charged the full price of the complete set.

All audio-visual materials and equipment loaned by the Thorp Public Library will be in good working condition. The patron agrees not to damage audio-visual materials and equipment and use them in a proper manner. The library is absolved from all claims of harm or liability. The library is not liable for any damage done to borrowers' machines by our tapes, films or discs.

3. Compact Disks:

- A. Two-week loan period and may be renewed twice for a total of six weeks use, as long as item is not requested by another patron
- B. Overdue fines are the same as books in #1 B
- C. Missing inserts and guides are the same as DVD's in #2 D

4. Periodicals:

- A. Current periodicals may not be checked out. Periodicals older than the current issue can be checked out for two weeks and may be renewed twice for a total of six weeks use, as long as item is not requested by another patron
- B. Overdue fines are the same as books in #1 B

5. Reference/Rare Books:

- A. Reference materials are to be used in the library, and only checked out under special circumstances. A reasonable number of copies may also be made by library staff for patrons in need of certain pages.
- B. Any rare books or irreplaceable items, such as local history materials, are to be used in the library only, and will not be circulated to ensure against their loss and/or mutilation.

6. Microfilm:

- A. None leave the building unless approved by the librarian.

A maximum of 100 items (of any type or combination) may be checked out at one time on one account.

Magazines (other than the most current issue) available for interlibrary loan.
(Approved 12.05.2018)

All library equipment not mentioned above will not be available for circulation.

The patron is responsible for any lost or damaged material. For overdue, damaged or lost items, please refer to Lost or Damaged Materials Policy.

Approved by the Thorp Public Library Board
Dated: April 1, 2009
Updated: February 19, 2014
December 5, 2018