

Circulation Policy

Circulation Period/Renewals

- a. Library materials are circulated for two weeks.
- b. Library materials may be renewed at the end of the normal circulation period unless the material has been placed on hold by another patron or is overdue.
- c. Borrowers must present a library card to check out materials.

Overdue Items

Borrowers who have 3 or more overdue materials will not be allowed to check out additional materials until the overdue material has been returned. They are welcome to use materials in-house or use digital resources.

Lost/Damaged Materials

Patrons are responsible for lost or damaged items. Charges for lost items include the replacement cost plus a \$5.00 processing fee.