



Borrowers' Guidelines

Material Type	Loan Period	Overdue/Frequency (when notices are sent)	Renewal Period (if no hold)
Books, DVDs, Audiobooks, Magazines, Music CDs, ABE (Adult Basic Education)	3 weeks	1 @ 10 days	2 times (21 days)
Lucky Day DVDs	1 week	1 @ 10 days	No renewals

Circulation Limits	Total Holds	Total Items Checked Out
General Patron and Staff	30	75
Awaiting Address Confirmation	1	3
Booklegger Volunteers	30	75

Patron Type	Loan Period	Overdue/Frequency (when notices are sent)	Renewal Period (if no hold)
Booklegger*	150 days	1 @ 10 days	None

*Extended loan period is for materials used for the Booklegger Program only.

Fees

Lost/Damaged Item.....	Replacement cost + \$5.00 processing fee
Borrowing privileges suspended.....	\$20.00
Collection Agency Fee.....	\$10.00
Replacement Library Card.....	Free
Photocopies.....	\$0.15 per page
Lost/Damaged Laptop.....	\$1,550.00

LINK+ Items:

Lost/Damaged Item.....\$115.00 per item

LINK+ Loan Periods vary based on lending institution.

- Items more than 30 days late will be charged the replacement cost of the item plus a \$5.00 processing fee per item. Replacement item notices are sent 21 days after the overdue notice.
- Purchasing a replacement item to eliminate the lost/damage cost is not accepted due to edition, cataloging, and collection development issues.