

D. Check out and renewals

1. All borrowers must have a library number in order to check out materials.
2. Each borrower may check out 5 items.
3. Books shall be issued for a two-week period and may be renewed for another two weeks by either calling the library or stopping in. School use items may be checked out for a four-week period by informing the librarian at check-out time. **No renewals** are allowed for new books on the waiting list.
4. An unlimited number of paperbacks(not cataloged)may be checked out for an indefinite period of time but are expected to be returned.
5. Reference books may not be loaned for home use.
6. All magazines except current issues are to be loaned for a two week period. Current issues are loaned out for a one week period.
7. The Polaroid camera may be borrowed for use outside the library for a fee of \$3.00 and a time period of three days maximum; (the 3 day period shall consist of the day checked out, 2nd day for usage, 3rd day for returning). The fee must be paid at the time it is checked out by the person checking it out. If the camera is not returned on the 3rd day another \$3.00 fee will be charged for each 3 day period.
8. The projector screen may be loaned with a deposit fee of \$25.00 to credible organizations.
9. Records and tapes shall be issued for a two week period.
10. Centennial books, local history and school yearbooks shall remain in the Library at all times.
11. Videos may be checked out for a 1 week usage at no charge. Time usage extensions may be made when requested for patrons living outside the village of Bartley or as needed.