

Checkout and Renewals

1. All borrowers must have a library number in order to check out materials.
2. Each borrower may check out five items.
3. Books shall be issued for a month for old books and two weeks for new releases 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 checkout time period no renewals are allowed for new books on the waiting list.
4. Reference books may not be loaned for home use.
5. All magazines except current issues are to be loaned for a two week period. Current issues are loaned out for a one week period.
6. The projector screen may be loaned with a deposit fee of \$25.00 to credible organizations.
7. Records and tapes shall be issued for a two week period.
8. Centennial books, local history and school yearbooks shall remain in the library at all times.
9. Videos may be checked out for one week usage at no charge. Time usage extensions may be made when requested for patrons living outside the Village of Bartley or as needed.