

Checkout Policies

No patron may check out more than five (5) books on the same subject and only for two (2) weeks.

No patron may check out more than two (2) movies at one time and only for one (1) week.

No patron may check out more than two (2) audio books at one time and only for one (1) week.

No magazines or other periodicals will be checked out

No reference materials will be checked out (encyclopedias, dictionaries, or maps)

Renewal of any material may be done over the phone only once and if no other patron has requested such material. Renewals will not be permitted via, fax, e-mail, or texts.

All Saturday's will be considered amnesty days for any fines except those billed under "FINAL NOTICE".

Item	Checkout Timeframes
Books (paperback & hardcover)	2 weeks no more than 5 per subject
Movies	1 week limit of two (2)
Audio Books	1 week limit of two (2)

Fees

Item	Price
Copies	.25 cents per page
Fax (send or receive)	\$1.00 per page
Interlibrary loan services	Postage
Library Card Replacement Card	\$5.00
Damage to any material	Total replacement cost

Fines

Fines will be charged for any overdue materials based on the following chart below:

Item	1 to 90 days	91 days plus
Books (paperback & hardcover)	.25 cents per day	Full price of book plus late fees
Movies	.50 cents per day	Full price of movie plus late fees
Audio Books	.50 cents per day	Full price of audio book plus late fees

Upon the 7th day of any material being late, a "LATE NOTICE" will be sent via US Mail (non-certified) to the individual or legal guardian of whom checked out such material. The "LATE NOTICE" will indicate the following:

1. What date the material was due;

2. Clearly printed on the document "**LATE NOTICE**";
3. Whom checked out the material;
4. The full name of the material with ISBN and author listed;
5. How much the fine is per day;
6. How much the replacement value of the material is and when that fine would occur;
7. A statement that suspends services until such fines are paid in full.

Upon the third week where the material has not been returned a "**SECOND NOTICE**" will be issued via US Mail with the following information:

1. What date the material was due;
2. Clearly printed on the document "**SECOND NOTICE**";
3. Whom checked out the material;
4. The full name of the material with ISBN and author listed;
5. How much the fine is per day;
6. How much the replacement value of the material is and when that fine would occur;
7. A statement that suspends services until such fines are paid in full;

Upon six weeks where the material has not been returned a "**FINAL NOTICE**" will be issued via **US Certified Mail** with the following information:

1. What date the material was due;
2. Clearly printed on the document "**FINAL NOTICE**";
3. Whom checked out the material;
4. The full name of the material with ISBN and author listed;
5. How much the fine is per day;
6. How much the replacement value of the material is and when that fine would occur;
7. A statement that suspends services until such fines are paid in full;

All patrons whom have any fines will immediately be suspended from using any library services until their fines have been paid in full. In the case where any material has been lost, the patron must pay the full price of the material plus late fees. If such patron later finds such lost materials, they will not be refunded the fine and may keep the material.