

VALPARAISO PUBLIC LIBRARY BORROWING GUIDELINES

- ❖ Everyone is welcome to use library materials within the library. For statistical purposes, please bring items you use only while in the library to the library desk so that we can count in-library use.
- ❖ To borrow items, you must have a current library account in good standing (no overdue items and no fines totaling over \$1.00). To apply for or renew an account, complete the Patron Application Form. Accounts require annual renewal.
- ❖ Accounts are free to patrons for whom this is the closest library and to persons with accounts at other Saunders County libraries. The Board has waived the \$20 annual fee (per household) for patrons who live outside the Village boundaries but within the 68065 zipcode and/or closer to this library than to any other library. For others, there is a \$20 annual fee.

Borrowing Limits

	Patrons under 19	Patrons 19 and older	Summer Reading Patrons	ILL to other libraries' patrons
Total # Items	15	15	5	3
Videos	2	4	2	0
Audio Books	2	6	2	0
ILL Items	3	3	0	3
Games/Toys	2	2	0	0
Any Other Items	15	15	5	3

- ❖ Reference items (REF) and rare HERITAGE items (HERITAGE-VAL) may not be removed from the library premises.
- ❖ Videos and Games/Toys cannot be put on hold or renewed.
- ❖ Valparaiso's Reference and rare Heritage items and Videos, Audio Books, and Games and Toys are not available for Interlibrary Loan (ILL). Items our patrons can borrow from other libraries depend on each lending library's policies.
- ❖ Nebraska OverDrive ebooks and audiobooks – Set your own checkout limits, up to 3 weeks. Borrow up to 6 items at a time. Follow the link from <http://libraries.ne.gov/valparaiso> and logon with your library account number.

Initial Checkouts and Renewals:

- ❖ The initial checkout for items that may be borrowed is 14 calendar days.
- ❖ Videos, Toys and Games, and New items may NOT be renewed.
- ❖ Renewal of items on interlibrary loan depends on the policy of the lending library.
- ❖ Other items may be renewed once for a period of 14 calendar days, in person, by phone to 402-784-6141, or on the online catalog – follow the link to the catalog from <http://libraries.ne.gov/valparaiso> and logon (get logon and password at the Librarian's Desk).
- ❖ Items may be renewed more than once if there is not a HOLD on that item and it is a renewable item, but not by phone or online. Instead, bring it to the library to checkin and then check out again.

Fines and Fees, Effective October 1, 2011:

Overdue item: A fine of \$0.10 per day overdue applies to any item overdue. "Day" includes any day the library is open.

Lost item: An item overdue more than 21 calendar days is considered lost, and the lost fee automatically applies to the patron's account. The fee for a lost item is the cost of the item plus \$5.00. The fee is refundable only if the item is returned within 30 calendar days after the fee is applied.

Damaged item: The fee for a damaged item depends on the extent of damage. If the damage requires replacement of the item, the fee is the cost of the item plus \$5.00.

Interlibrary Loan (ILL): Our patrons may use ILL to borrow items from other libraries. The fee for ILL is the cost of return postage plus any fees the lending library requires.

Held Item not Picked Up: A fine of \$0.50 applies to an item placed on Hold but not picked up within 7 calendar days. The Hold period begins on the day the library notifies the patron by phone or email that the item is available.

Other Fees: Fax: \$1.00 per page –Copy/Print: black & white, \$0.25/page; color, \$0.50/ page