

- vi) Nonresidents who own property within the village limits of Culbertson, Nebraska, may receive a free library card issued for a two-year period which may be renewed after staff insures that property within city limits is still owned.
- vii) Courtesy (free) library cards may be issued in special circumstances.
 - (1) Courtesy cards may be issued at no cost to county businesses or organizations that act on behalf of patrons who are generally unable to access library resources for themselves. Examples include but are not limited to schools, residential or retirement centers, group homes, and extended care facilities.
 - (2) Each applicant must sign an agreement promising restitution in the case of lost or damaged items and must provide to the library a current list of employees who have approval to use the card.
 - (3) Courtesy cards may not be used by staff members for personal use.
 - (4) All library policies, including circulation periods, fines, etc., apply.
- viii) Applications for library cards require patrons to share their name, mailing address (and residence if different), phone, and email address if applicable. A signature indicates that the patron agrees to abide by the rules and regulations of the Culbertson Public Library.
- ix) Loans and Reserves
 - (1) Procedures
 - (a) To check out material, all borrowers must have a current library card.
 - (b) All loan periods shall be established by the Library Director with approval of the Board. The current loan period is two weeks for books, one week for DVDs, with no grace periods. If an item has no one waiting for it, it can be renewed for another loan period.
 - (c) Items which are not circulated because of frequent in-house use or the inability to be replaced include: reference materials, genealogical materials, newspapers or the newest issues of periodicals or periodicals more than ten years old, or other items as determined by the Library Director.
 - (d) No patron may have more than five items checked out at any one time unless they have received special permission from the Library Director.
 - (e) Reserves may be placed on items currently not available because they are in circulation or are not yet published or received.
 - (f) Patrons may place reserves on items that are on the shelf. However, consistent overuse of this feature (10 per day or more) may result in limitations being placed on that individual library patron's account. In addition, pulling these items for patrons will be done only as staff time allows. If another patron in the library desires to check out the reserved item before staff can pull it from the shelf, the reserve is deferred.

c) Fines