

## CIRCULATION RULES AND POLICIES

### 1. ELIGIBILITY

- A. You must be at least old enough to sign your own name.
- B. If you are under 18, a parent or guardian must sign the application form, before your card is given or mailed to you. You do not need to show identification.

### 2. REGISTRATION

- A. If you are an adult, for your privacy and protection, you must register in person.
- B. If you are physically unable to come to the library, call the circulation department and we will make special arrangements for you to get a card and check out library materials.
- C. Adults must present identification providing their current address, preferably a driver's license.
- D. You must complete the application form.
- E. If you are applying for a card and you have never had a card from this library or have not had one for several years, you will be allowed to check out up to 3 items. We will mail your card to you. When you receive your card, you will no longer be limited to checking out only 3 items.
- F. If you have a temporary address, you may be limited to checking out only 3 items. When these items are returned you may check out 3 more items. When you are able to show us proof of a permanent address, you will no longer be limited to checking out only 3 items.

### 3. BORROWING LIBRARY MATERIALS

- A. Adults may check out all library materials with your library card.
- B. It is your responsibility to check the due date on all library materials checked out.
- C. You will receive a computer-generated date due slip for all materials checked out. It will list the names of the items checked out and their due date. Individual slips will not be put in each book.
- D. When you register for a library card, you agree to be responsible for all materials borrowed and any overdue fines and any loss or damage to library materials.
- E. If you notice any damage to an item you wish to check out, please bring it to the attention of a staff person.
- F. If your card is lost or stolen, please report it to the library as soon as possible. You are responsible for materials borrowed with your card, up to the date it is reported lost or stolen. There is a card replacement fee of \$1.00 for lost or damaged cards.
- G. Please report a change of name or address promptly to the library. For your privacy and protection, we ask that all adults make these changes in person. We will need proof of the changes before you will receive a new card.
- H. You must have your card with you to check out any library materials. This is for protection and privacy.
- I. You will not be allowed to check out any library materials on your card or on anyone else's card, if you have any overdue materials or owe any fines over \$2.00.
- J. Do not lend your card to anyone. You will be held responsible for any materials checked out by anyone using your card.

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### 4. DUE DATES AND FINES

- A. All books are checked out for 21 days. There is a fine of \$.10 per item, per day charged for overdue items. Please check the due dates and return them on time, so others may enjoy them.
- B. Adult books on CD, Playaways, adult music compact discs, and all multi-media are checked out for 21 days. There is a fine of \$.10 per item, per day charged for overdue items. The items must be returned in the correct bags or cases or there will be a charge.
- C. All juvenile items are checked out for 21 days. There is a \$.10 per day charge for each of these overdue items. Make sure all audio items are returned in the correct bags or there will be a charge.
- D. We have a small collection of video console games that may be checked out for 7 days. There is a limit of 2. There is a \$1.00 per item, per day late charge.
- E. We have a small collection of Discovery kits that may be checked out for 21 days. Adults may check out 2 kits at a time. There is a \$.10 per item, per day late fee charged for overdue items. Check to make sure all items are returned in the box or case.
- F. Magazines and comic books may be checked out for 7 days. There is a limit of 6 items checked out at one time. The current magazines may not be checked out, so visiting patrons may enjoy reading them while in the library. The library charges \$.10 per item, per day fine for overdue periodicals.
- G. 5 videos/DVDs may be checked out at one time, for 7 days. If the videos/DVDs are overdue, there is a \$1.00 per day, per item fine.
- H. If an item is **damaged**, you will need to pay the cost of the item.
- I. If an item is **lost**, you will need to pay the cost of the item and a \$5.00 processing fee. If the item is found and returned undamaged within 6 months, you will receive a refund for the item. You must have the receipt. You **will not** be refunded for the processing fee.

Library materials may be renewed for 3 times if there is no other request attached to it. We borrow materials from other libraries and must follow their rules regarding renewals. You may renew items in person, or by calling the main library at 740-477-1644 , or the Floyd E. Younkin branch library at 740-983-8856. You may place holds on items at this library or at libraries in our consortium. There are some items that cannot be reserved. You may place the holds yourself or ask a staff member for assistance. A reference librarian will be happy to assist you. You may also place holds or renew items by visiting our website [www.pickawaylib.org](http://www.pickawaylib.org). Please let us know if you no longer want or cannot pick up a reserved item.

### 5. PAYMENT OF FINES AND FEES

- A. The Library accepts the following types of payment for fines and fees: cash, checks, money orders and debit/credit cards.
- B. Debit cards and the following major credit cards are acceptable forms of card payments: MasterCard, Visa, American Express and Discover.
- C. Patrons may present debit/credit cards for payment of fines and fees at the Main and Younkin Branch libraries only. Identification may be required.
- D. A minimum transaction amount of \$1.00 is required for acceptance of debit/credit card payments.