

# RULES AND REGULATIONS GOVERNING THE USE OF THE LIBRARY

Approved by the Board of Trustees December 1999

Borrowers are responsible for all materials borrowed on their cards unless the card has been reported lost. Borrowers are subject to the rules and regulations governing use of the library materials and are responsible for paying fines imposed to regulate the use and sharing of library materials.

**Loan Periods, limitations** on the number of items borrowed, and **fines** are set to regulate the use and sharing of library materials. See separate loan period chart document for details. Library staff may limit the number of items that can be borrowed in a particular format or on a specific subject when they consider it necessary due to high demand for limited resources.

**Renewals** One renewal will be granted for most items. Items may be renewed in person, over the phone or over the Internet. Parents may renew materials for their children. Materials that have been requested by other patrons will not be renewed.

**Lost materials** must be paid for at current replacement costs. A processing fee will be added to the replacement cost. Once material has been withdrawn from the catalog, the replacement cost and fee are owed even if the material is returned. Refunds will not be made for returned materials already withdrawn from the catalog.

**Damaged materials** Any costs for repairs or binding of damaged materials will be charged to the borrower. If a damaged item needs to be replaced, the borrower will be charged replacement costs and the processing fee.

The library director is authorized to take necessary action including, but not limited to instituting legal proceedings or working with a collection agency in the case of failure to return materials or pay costs for damaged materials.

Use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons or any other objectionable conduct on library premises.

A patron's borrowing privilege will be suspended if he has accumulated fines of \$10.00 or more or has been sent a final notice. This privilege will not be restored until the account is cleared of all fines/fees and overdue materials. Borrowing privileges may be suspended for other family members (spouse or minor dependents) living in their home until the account is cleared.

The lending of library cards to avoid payment of the non-resident fee or other fines or fees shall be cause for revoking library privilege.