

ADAMS COUNTY PUBLIC LIBRARY

SECTION 4.200 – CIRCULATION RULES (revised 7/8/15;revised 10/12/16)

Reference materials, genealogy materials, and the most recent issues of magazines and newspapers do not circulate.

No person shall damage or fail to return library materials or equipment used in the library or borrowed from the library.

The library provides overdue notices as a courtesy to the borrower. Failure to receive such a notice does not exempt the cardholder from returning the borrowed materials.

Library staff may assess prorated fees for damage to library materials. Charges for lost or destroyed materials shall not exceed the recorded price of the materials.

Borrowing privileges shall be suspended after three (3) items have been declared overdue or when the total charges owed by a borrower, or the borrower's family, equal \$3.00 or more.

Failure to return materials or may result in the borrower being referred to the Office of the Adams County Prosecuting Attorney or to an agency designated by the library for the recovery of library materials and charges. A recovery fee of \$10.00 shall be added to all accounts referred to the agency.

	Item Limits*	Loan Period**	Renewals***
Local DVDs	5	7 days	4
All other items	999	21 days	4

* The library reserves the right to limit the number of items to each borrower if the items are in high demand or if subject resources are scarce in the library collection. R-rated materials are not loaned to minors. All new borrowers are limited to four items at the first checkout; additional items may be checked out when those have been returned.

** The library reserves the right to reduce or extend the normal loan period of individual items in order to accommodate the unusual needs of the borrower or current demand for resources.

*** Renewals may be limited if the library determines that other borrowers are waiting for the same item.

Patrons will be billed for any damaged or lost items. Bills will be waived for any lost items that are returned in satisfactory condition.