

Putnam County Public Library Circulation of Materials Policy

Item Limits

Resident and Non-resident card-holders may check out materials up to the following limits:

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| Books | Fifty (50) per card |
| Books on Tape | Eight (8) per card |
| Books on CD | Eight (8) per card |
| Music Cassettes | Eight (8) per card |
| Music CDs | Eight (8) per card |
| Software | Eight (8) per card |
| DVDs | Four (4) per card |
| Videogames | Two (2) per card |
| Total (any combination): | Fifty (50) items per card |

*Temporary cardholders may check out up to six (6) books and no audio-visual items. Exceptions may be made on a case-by-case basis.

Circulation Periods

- All items circulate for two (2) weeks.
- Items other than DVDs and Videogames may be renewed twice unless the item has been placed on hold by another patron.
- Videogames may be renewed once.
- DVDs may not be renewed.
- Librarians may limit the circulation of materials on a subject that is in high demand.

Overdues

There is a limit of five (5) overdue items. When limit is reached, further checkouts will not be allowed until materials are returned.

If a patron has more than \$5.00 in fines, checkouts will not be allowed until the fines are paid.

A fine of ten (10) cents per day, excluding Sundays and holidays, is charged for overdue books, magazines, and non-print material excluding DVDs.

A fine of \$1.00 per day will be charged for overdue DVDs.

The names of borrowers with overdue materials may be turned over to a collection agency to recover costs.

Damaged and Lost Materials

The borrower will be charged for damages to library materials occurring while in his/her possession. The assessment of damages is to be made by the library and shall not exceed the cost of the item.

The borrower will be charged a reasonable replacement fee based on the availability of a given item not to exceed the original cost of the item. Determination of the need for replacement will be made on a case by case basis. The library endeavors to limit the financial impact on patrons by seeking the least expensive replacement option wherever possible.

Note: Patron circulation records are confidential.