

**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:

- Books one hundred (100) per card
- Books on CD one hundred (100) per card
- Music CDs one hundred (100) per card
- DVDs ten (10) per card
- Video Games five (5) per card
- Equipment (5) per card
- Total (any combination of the above): one hundred (100) items per card

\*Temporary cardholders may check out up to six (6) books and no audio-visual items.

**Circulation Periods**

- DVDs, Video Games, and Equipment circulate for 7 days.
- Music CDs circulate for 14 days.
- All other items circulate for 21 days
- Videogames and DVDs may be renewed once. Other items may be renewed twice.
- Items may not be renewed if the item has been placed on hold by another patron.
- New DVDs and Equipment may not be renewed.

**Overdue fees**

If a patron has more than \$10.00 in fines, checkouts will not be allowed until the fines are paid.

A fine of twenty-five (25) cents per day, excluding Sundays and other days the library is closed, is charged for overdue books, magazines, and non-print material including movies and games.

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. An additional processing fee of \$5.00 will be assessed for each item that is lost.

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.**

**Patrons can use other patron's cards only to pick up items on hold. Each Patron must use their own card to check out materials.**

Reviewed and Adopted February 2020

PCPL Board of Trustees