

# Circulation Policy

## Library Hours:

9:00 – 5:30 Monday-Friday

9:00 – 1:00 Saturday

## Application for a card:

- To receive a Morgan County Library card, you must have a government issued photo ID.
- Patrons under the age of 16 must obtain a parent's or legal guardian's consent\* and must be at least 5 years in age, have completed kindergarten, and be able to write their name.\*The parent or legal guardian must be present and sign for responsibility of any material checked out from the library.
- Patrons can become computer users by reading our internet policy agreement and signing the agreement on the application (parents or legal guardians must sign with any patron under the age of 16)
- To replace a card there is a fee based on the amount of times the card has been replaced. 1\$ for the 1st time, 2\$ for the second, and so on

## Loan Period:

The regular loan period of books, magazines, and all other library materials will be 2 weeks.

## Renewals:

There is a maximum of two renewals. No book may be renewed if on reserve for another patron or if more than one week overdue.

## Limits:

Audios, CD's, CD-Roms, and DVD's have a limitation of 10 per household.

## Fines:

Patrons are responsible for the materials lent to them. Prompt return is expected of all items. Fines are 2 cents per day, per item. All fines at one household address must be paid before any other member of the household can check out items/or use the public computers on any card at that address.

## Overdues:

Overdue materials must be returned before any additional materials can be checked out/or use of the public computers.

- Phone call/postcard 7 days overdue
- Postcard 14 days overdue
- 1<sup>st</sup> Letter 21 days overdue
- Last Letter 28 days overdue (Household member lose privileges until all items and fines are paid for or returned)
- Letter from Prosecuting Attorney 88 days overdue (Moved to NO BOOK folder)

## Damage/Replacement:

Patrons having library materials which are damaged while in their possession or not returned to the library will be charged the list price for the replacement of each individual title. Prompt payment of the fee is expected and must be paid before any further items can be checked out. Items will stay on the patrons account and will follow the Overdue policy.

***Approved by Library Board of Trustees on October 13, 2016. Effective January 1, 2017.***

***Reviewed by Board of Trustees June 11, 2020***