



## MATERIAL LOAN PERIODS AND FEES

### POLICY

Materials	LIMIT	CIRC	HOLDS	RENEWALS	FINE (DAY)
NEW ADULT BOOKS	20	2 Weeks	Yes	None	\$.20/day
REGULAR ADULT BOOKS	20	3 Weeks	Yes	2	\$.15/day
CHILDREN & YOUNG ADULT BOOKS	20	3 Weeks	Yes	2	\$.10/day
REFERENCE BOOKS	N/A	None	N/A	N/A	N/A
DVDs *	5	7 days	Yes	None	\$1.00/day
CDs	5	2 Weeks	Yes	None	\$.20/day
AUDIO BOOKS	5	3 Weeks	Yes	2	\$.20/day
PERIODICALS	20	3 Weeks	Yes	2	\$.20/day
INTERLIBRARY LOAN	4	varies	Highwood	None	\$.50/day
VIDEO GAMES	3	2 weeks	Highwood	1	\$1.00/day

**The maximum fine for overdue material per account is \$20.00.**

### REPLACEMENT CHARGES FOR LOST LIBRARY MATERIALS

Patrons will be required to pay the lower of the original purchase price of the item or the replacement cost, plus a \$10.00 processing fee per item.

### DAMAGED MATERIALS

The circulation staff, when checking in materials, will examine whether the material has been damaged in some manner that might make the material unusable. Damage could include water, lost or ripped pages, paper marked up, scratches, and other damage. In the event that the material is returned in a damaged state, the replacement charges and fees will apply.

**\*DVDs may be borrowed for ONE WEEK with no renewal available.** Television series that are clearly marked as such may be borrowed for three weeks. **The limit is 5 DVDs in any combination of movies, nonfiction or documentaries per borrower of which no more than 3 may be Blu-Ray.**

**Approved: August 19, 2019**