

Circulation Policy

It is necessary to have materials circulate in an efficient manner. In order to accomplish this, the following policy shall apply:

1. All materials may be borrowed for a three-week period. Reference and Genealogy materials can only be loaned with the Director's permission.
2. Overdue Materials:
 - a. Once an item is overdue, staff members will attempt to contact patrons by phone first, then by letter if that fails. At this point, a note will be placed in their account signifying which item is overdue, and the date the letter was sent.
 - b. If the item still hasn't been returned by the next month, a second letter will be sent notifying the patron that they will be charged for the purchase price of a new copy of the overdue item if they don't return it. This too will be added to the note in their account.
 - c. If an item still has not been returned by the third month; the patrons account will be disabled until the item has either been returned, or the cost of the item has been paid. The Director reserves the right to deny any service to this patron until the overdue is cleared up.

The Library Board of Trustees reserves the right to alter this policy without prior notice.

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