

Circulation Policy

Library users must have a library card and present it when checking out library materials. The staff member at the circulation desk may allow a patron to check out one time without his/her card if a driver's license or other photo identification is presented. The staff member will note in the patron's record that this has been done. After the first instance, the card will be required.

Most circulating materials may be checked out for a period of 28 days. Videocassettes, DVD's, and New Books are checked out for 14 days. Items may be renewed twice; however, items on hold for another patron may not be renewed.

There is no limit on the number of books that may be checked out.

Books which are not in the library's collection may be requested by interlibrary loan. There is no charge for this service unless the lending institution charges a fee. Patrons are notified of any fees before the items are requested. If a fee is charged by the lending institution, that fee is charged to the patron requesting the material.

Reserving materials:

Holds may be placed on all circulating items. There is no charge to place a hold. Patrons who have a PIN may place holds themselves by using this feature of the library's catalog via the Internet at home or within the library. A patron can set up a PIN at the circulation desk. Patrons will be called when a book has arrived for them. They will have five working days in which to pick it up.

Overdue notification and fines:

The library's book drops are unlocked at all times, and all library materials may be returned in the drop. Items may be returned to any branch of the library system. Items may be renewed at any branch as well. Patrons may also call the library to renew their items or may renew their items online by logging into their accounts.

Two notices will be sent to patrons who have not returned or renewed library materials by the date on which they are due. The first notice will be sent 30 days after the date due. The second is sent 30 days after the first notice. The replacement cost of the material will be on this notice. No one receiving a second notice will be allowed to continue borrowing library materials until these materials are returned or the replacement cost has been paid.

The fine for late return of materials is 20 cents per day per item, up to a maximum fine of four dollars per item. A grace period of one day will be allowed on all circulating items.

Patrons owing \$10.00 or more will be placed in block status until a payment is made bringing the balance under this amount. Block status cannot be overridden without the approval of the Director of Administration or her designee.

No fine will be reduced without the approval of the Director of Administration unless staff error contributed to the creation of the fine.

Lost or damaged materials:

Patrons who do not return library materials, claiming that they are lost, will be charged the full retail cost. If the retail cost cannot be determined, the following costs will be incurred:

Adult Hardback	\$30.00
Children's Hardback	\$15.00
Videocassette or DVD	\$15.00
Paperback	\$ 7.00
Magazine	\$ 5.00

Patrons who return library materials in such damaged condition that they are irreparable and will have to be discarded will be charged full replacement cost; once the replacement cost has been paid, the material then belongs to the patron.

If a patron claims that he/she has returned materials or never checked them out, the staff will search the shelves and other records in an attempt to find them. If the matter cannot be resolved, the staff will make a notation on the patron's record, either *claims returned* or *claims not checked out*. Patrons are allowed only one *claims returned* item on their accounts. The Director of Administration may grant additional *claims returned* items on a patron-by-patron basis.

Delinquent accounts:

Delinquent accounts may be turned over for collection to the state debt set-off program provided for in the Code of Virginia.

Approved 11/02/2009