

Circulation Policy

Patrons are expected to responsibly manage their Library accounts. Patrons are responsible for all items checked out on their account.

In the case of lost cards, patrons will be held responsible for all items checked out on their account until the time the card is reported lost.

Patrons will be assessed fees for overdue, damaged, or lost items as determined by Library administration and specified in the Borrower's Guide.

Patrons with unpaid fines of \$25 or more may be sent to a collection agency. A non-refundable fee may be assessed on accounts that have been turned over to collections.

Borrowing privileges may be suspended if a patron has long overdue items or has an outstanding bill for lost or damaged materials.

Patrons are responsible for the cost of repair or replacement for any material returned with damage not resulting from normal use. The cost of replacement is determined by the price of the specific lost item, as recorded in the Library's catalog system.

Approved by the Board of Trustees November 7, 2019. Reviewed May 4, 2023.