

# Crook County Library

## Circulation Policy

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### LOANS

Most library materials are checked out for 21 days. Movies and Hot Title items may be checked out for 7 days.

Patrons may have up to 100 items checked out at any given time. Patrons may check out 6 Movies per card, and 3 Hot Titles per card.

### RENEWALS

Most library materials may be renewed up to four times if not on reserve. Hot Titles cannot be renewed.

### RESERVES

Patrons may have up to 15 active holds at one time on a library account.

### FINES

Fines are 10¢ per day per item except for juvenile items (see below). Interlibrary loan fines are 25¢ per day. There is a 7-day grace period for overdue items except for interlibrary loans which have a 1-day grace period and Hot Titles which have no grace period. However, if an item is returned after the grace period charges are retroactive to the due date. When fines on a patron account exceed \$10.00, the account is restricted and no more items may be checked out.

There are no daily fines for juvenile materials, usually shelved in the children's room. Patrons will receive overdue notices and if the item becomes long overdue, at 42 days, or is damaged, the patron account will be charged for the cost of the item plus a \$5.00 processing fee.

### OVERDUE NOTICES

As a courtesy, patrons with email addresses will usually receive a notice three days before an item is due. Patrons will be notified a total of 4 times, by email or by phone, of overdue items. 42 days after the due date a final bill will be generated and a \$5.00 processing fee per item added to the account. If the account is not cleared within the next 7 days the account will be sent to the Collection Agency and an additional \$10.00 collection fee assessed. Patron accounts with a balance of \$10.01 or more will be restricted from use.

### FINES AND FEES:

Library materials, except Juvenile items	\$ .10 per day
Interlibrary Loans (1 day grace period)	\$ .25 per day
Failure to pick up Interlibrary Loan	\$ 2.00 per item
Replacement Library cards	\$ 1.00
Processing Fee	\$ 5.00
Collection Fee	\$10.00

*By applying for a Crook County Library card, you agree to comply with this policy and all other rules and regulations of the Library.*