

## **Circulation Policy**

A person with a Graettinger Public Library account in good standing may check out library materials.

Check-out period for library materials is calculated on calendar days.

Books and books on CD: 3 weeks with 3-week renewal

Magazines and DVDs: 3 weeks with 1-week renewal

Materials may be renewed one time in person, over the telephone, or by email unless the material is reserved for another person.

Items checked out are limited to 10 per patron, unless previous permission for an exception for an event has been granted by the Library Director (example: Dr. Seuss's birthday to be checked out by a teacher).

New patrons will be allowed a trial membership for 3 months. During this trial period the patron will be allowed to check out up to 2 items at a time. If the patron returns the items on time and undamaged during the trial period they will be allowed to check out up to 10 items at a time.

At staff discretion, limits may apply to seasonal materials or patrons who have trouble returning items on time.

All materials can be reserved in person, by email or over the telephone.

Reserved items will be held for the patron for 3 days.

Fines will be calculated at \$0.10 a day with a three-day grace period from the due date. No one is allowed to check out materials until overdue fees and fines are settled. Maximum fine amount is the replacement value of the item or set at the discretion of the library director based on age and condition of the material.

Payments are considered final. No refunds will be given if the item is later found.

The Graettinger Public Library will pursue all legal avenues to retrieve library materials that are lost, stolen, damaged or overdue.

The Graettinger Public Library participates in the inter-library loan program with the State Library of Iowa. Items borrowed through this program will be held for 3 working days for patron pick up. Check-out periods for these items will be determined by the lending library.

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