

Policies for Borrowing Library Materials

Borrowers are responsible for all materials checked out on their own library card and are limited to *40 items* checked out at one time. Borrowers will be charged for any lost or damaged materials at replacement cost. Borrowers are not to loan their card to anyone.

Loan Periods

New Fiction	Two Weeks
Other Books, Magazines, Books-on-CD, MP3 and PLAYAWAYS	Three Weeks
Music CDs (Limit 20)	7 Days
DVDs (Limit 4)	7 Days

DVD Check-Outs

Borrowers must be 18 years of age to check out *any* DVDs.

Renewals

All materials may be renewed, but only if they are not on request by another patron. Items may be renewed a maximum of two times. Renewals may be done by phone or online using your name or the item's library barcode number.

Returns

Books and other materials may be returned in the drop box when the library is closed. Materials may also be returned to any NIOGA library.

Fines

Fine are not charged for days the library is not open, such as Sundays or holidays.

Overdue Item	Fine
Adult Materials	\$0.20/day
Juvenile Materials	\$0.10/day
DVDs	\$1.00/day

**Consistent disregard of policies will result in the loss of library privileges.*