

Putnam County Public Library Circulation of Materials Policy

Item Limits

- Resident and Non-resident card-holders may check out materials up to the following limits:

Books	Fifty (50) per card
Books on Tape	Eight (8) per card
Books on CD	Eight (8) per card
Music Cassettes	Eight (8) per card
Music CD	Eight (8) per card
Software	Eight (8) per card
VHS tapes	Eight (8) per card
DVD's	Four (4) per card

Total any combination: Fifty (50) items
- Temporary cardholders may check out up to six (6) books and no audio-visual items. Exceptions may be made on a case-by-case basis.

Circulation Periods

- Items circulate for two (2) weeks.
- Items other than DVD's may be renewed twice, unless it has been placed on hold by another patron.
- DVD's may not be renewed.
- Librarians may limit the circulation of materials on a subject that is in high demand.

Overdues

- There is a limit of five (5) overdue items. When limit is reached, further checkouts will not be allowed until materials are returned.
- If a patron has more than \$5.00 in fines, checkouts will not be allowed until the fines are paid.
- A fine of ten (10) cents per day, excluding Sundays and holidays, is charged for overdue books, magazines, and non-print material, excluding DVD's.
- A fine of \$1.00 per day will be charged for overdue DVD's.
- The names of borrowers with overdue material may be turned over to a collection agency to recover costs.

Damaged and Lost Materials

- The borrower will be charged for damages to library materials occurring while in his/her possession. The assessment of damages is to be made by the library and shall not exceed the cost of the item.
- The borrower will be charged the retail cost of a lost item.

Circulation records are confidential.

Adopted April 26, 2006