

LOAN/OVERDUE POLICY
NEWFIELD PUBLIC LIBRARY

Loan Policy:

- All patrons must fill out a library card, which includes name, address, and phone number. Patrons under the age of 18 must have a parent or responsible adult sign their card.
- For the first thirty days, the patron may check out two books at a time. Videotapes may not be borrowed during this time.
- Books, periodicals, and books on tape are on the three week loan period unless otherwise stated.
- To borrow videotapes, the patron must be at least 18 years of age and have a valid library card with no outstanding fines.
- Video loans are limited to three per family.
- Videos may not be reserved and may be renewed one time
- The loan period for videos is one week.
- All library materials should be returned by closing time on the day they are due.

Overdue Policy:

- Overdue books, periodicals, and books on tape are charged at the rate of \$.10 per open library day.
- Overdue videos are charged at the rate of \$1.00 per open library day.
- Fines in arrears for two months will be referred to the board of trustees. At the discretion of the board, the patron's library privileges may be suspended.
- Fees for lost or damaged materials should be paid within three months. For replacement costs, please check with the library director.
- The library director will attempt to notify patrons of overdue materials. However, it is the responsibility of the borrower to return materials on or before the due date.

These policies are set by the library board of trustees, and are enforced by the library staff. Questions about policy should be directed to the board of trustees.

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