

## ATHENS-LIMESTONE COUNTY PUBLIC LIBRARY

### LOAN PERIODS & FINES

---

| <u>ITEM</u>      | <u>LOAN PERIOD</u> | <u>MAXIMUM RENEWALS/LOAN PERIOD</u> | <u>OVERDUE FINES</u> | <u>MAXIMUM OVERDUE FINE</u> |
|------------------|--------------------|-------------------------------------|----------------------|-----------------------------|
| Books            | 21 days            | 3 renewals, 12 weeks                | \$0.35 per day       | \$10.00                     |
| Books-on-CD      | 21 days            | 3 renewals, 12 weeks                | \$0.35 per day       | \$10.00                     |
| DVDs             | 7 days             | 3 renewals, 4 weeks                 | \$1.00 per day       | \$15.00                     |
| Playaways        | 7 days             | 3 renewals, 4 weeks                 | \$1.00 per day       | \$15.00                     |
| Kits/Board Games | 21 days            | 3 renewals, 12 weeks                | \$1.00 per day       | \$15.00                     |

1. Books / Audio-books / CDs:

Books are loaned for three weeks. Items may be renewed three additional times if not on reserve; the maximum loan period is 12 weeks. EXCEPTIONS: Some reserve books are loaned for two weeks only. Only five Books-on-CD and five Playaway Audio units may be checked out on a patron's card at a time.

2. Playaway Units:

Only one of these may be checked out at a time for a period of one week. They may be renewed an additional three times for a maximum loan period of four weeks, if not on reserve.

3. DVDs:

DVDs are loaned for a period of one week and may be renewed an additional three times for a maximum loan period of four weeks, if not on reserve. Only five DVDs at a time may be borrowed on a patron's card.

4. Kits:

- May be checked out for three weeks and may be renewed an additional three times for a maximum loan period of 12 weeks, if not on reserve. There is a limit of five kits per patron at any one time. Patrons are advised they are responsible for all material checked out with the kit.
- Overdue fines of \$1.00 a day will be charged when any part of the kit is left out and not returned on time.
- A kit is checked out in its entirety. Individual parts of the kit (books, CDs, etc.) cannot be checked out separately.

## 1. Circulating Board Games:

- a. May be checked out for one week and may be renewed an additional three times for a maximum loan period of twelve weeks.
- b. Only two games may be checked out at one time per patron account.
- c. When a game is returned, it will be given to the head of Adult Services for verification that all pieces are present. Once it is confirmed all pieces are accounted for, the game will then be discharged from the patron account.
- d. Overdue fines of \$1.00 per day will accrue until all pieces of a game are returned.
- e. A game is checked out in its entirety. Individual parts of the game (books, CDs, etc.) cannot be checked out separately.

## FINES

---

### 1. Overdue Fines:

Books - \$.35 per item, per day  
Books-on-CD - \$.35 per item, per day  
DVDs - \$1.00 per item, per day  
Kits - \$1.00 per item, per day

Overdue charges shall not exceed \$10 on books and \$15 on all other materials.

### 2. Damage Fines:

Barcode Replacement - \$1 per item  
Spine Label Replacement - \$1 per item  
Cover Replacement - \$2 & up per item, depending on extent of damage  
DVD Case Replacement - \$5 per item  
Cleaning Fee - \$2 and up per item  
Audio Book/Kit Case Replacement - \$10 per item

Damage charges for torn pages, crayon/pen/pencil marks, water damage, etc., will be determined after examination by staff. Whenever a patron pays full replacement price, he or she may have the damaged item if desired.

Overdue fines on lost items cease when the item is reported lost or the maximum fine amount has been reached

3. The charge for replacing a lost library card is \$3.00. Patrons must complete the original registration process for their card type, in its entirety, again. If a patron owes more than \$5.00 in fines, those charges must be cleared in order for any new card to be valid.
4. If a patron needs to use the computer or check out materials, but does not have their library card, they may use a valid photo ID.

## LOST ITEMS

---

Lost books or other library materials must be paid for at the item's listed replacement price or it may be replaced with a new or used item supplied by the patron. The replacement item, must be in the same, or better, condition than the lost copy. A direct ISBN match to the lost item is required. A hardcover book must be replaced with a hardcover book. Paperback books may be replaced with either a hardcover or paperback.

If, after having been paid for, a lost item is found and returned within 90 days of payment, and the item is still in good condition, a refund for the price of the book will be made to the patron.