

BORROWING POLICY

This policy refers to hard cover, paperback, audio materials, DVDs, magazines, and any other materials loaned by the library.

In order to expedite and unify the circulation of materials in the Hudson's Hope Public Library, the following rules for borrowing and fines will apply:

1. All materials, other than DVDs and magazines, can be borrowed initially for up to 3 weeks. Renewals will extend the borrowing period to a maximum of 6 more weeks, making it possible to borrow a book for up to 9 weeks. Further renewals may be considered at the employee's discretion.
2. The borrowing period for DVD and periodicals is 7 days.
3. The maximum number of items for borrowers is twenty.
4. Overdue fines will be 20 cents per day for all materials, to a maximum of \$5 per item
5. Overdue fines are waived for seniors (age 60 or older). Juvenile cardholders (patrons under the age of 18) also do not accrue fines. Fines accrued on adult accounts for Children's and Young Adult items may be waived at the discretion of the employee.
6. If the Director feels the printed material is not repairable or is lost, the borrower will be fined the replacement cost. Repair costs will not be charged. The library reserves the right to apply an additional \$5 administration fee.
7. All borrowing privileges may be suspended until any and all fines or replacement costs are paid.
8. Anyone who feels that the fine or charge levied against them is unfair may appeal to the Library Board in person or in writing.
9. Temporary card holders will pay a \$20 deposit when registering for a new patron card. This deposit is refundable upon return of their patron card. Temporary card holders will be limited to 2 DVD's and higher cost books may be limited at the discretion of the employees.

Chair

Secretary