

## **CHECKOUT PERIOD AND LIMITS**

Patrons are allowed a maximum of 15 items total.

**Materials in printed format:** A Patron in good standing will be allowed to check out a maximum of fifteen (15) materials in printed format. The duration of the checkout time for printed materials shall be three (3) weeks. After that time has elapsed, if the item(s) has not been returned to the library, the item(s) is declared overdue.

**Audiobooks:** A Patron in good standing will be allowed to check out a maximum of three (3) audiobooks. The duration of the checkout time for audiobooks shall be three (3) weeks. After that time has elapsed, if the item(s) has not been returned to the library, the item(s) is declared overdue.

**Kits:** A Patron in good standing will be allowed to check out a maximum of three (3) library kits. The duration of the checkout time for said kits shall be three (3) weeks. After that time has elapsed, if the item(s) has not been returned to the library, the item(s) is declared overdue.

**DVDs:** A Patron in good standing will be allowed to check out a maximum of three (3) DVDs per household. The duration of the checkout time for DVDs shall be one (1) week. After that time has elapsed, if the item(s) has not been returned to the library, the item(s) is declared overdue.

**Telescopes:** A Patron in good standing will be allowed to check out a maximum of one (1) telescope per household. (Teachers/educators may request more if giving a class/presentation for educational purposes.) Patrons may not place telescopes on hold but must physically visit their library branch to check out. The duration of the checkout time for telescopes shall be one (1) week. After that time has elapsed, if the item(s) has not been returned to the library, the item(s) is declared overdue.

**Sewing Machines:** A Patron in good standing will be allowed to check out a maximum of one (1) sewing machine per household. (Teachers/educators may request more if giving a class/presentation for educational purposes.) Patrons may not place sewing machines on hold but must physically visit their library branch to check out. The duration of the checkout time for sewing machines shall be one (1) week. After that time has elapsed, if the item(s) has not been returned to the library, the item(s) is declared overdue.

If a library patron has checked out and failed to return one or more library printed materials, Audiobooks, DVDs, Kits, Telescopes, or Sewing Machines, the Library Director may suspend that patron's privileges until that patron returns the missing items, or compensates the Library for the items. The patron shall not be eligible to check out other library materials until the overdue item(s) is returned to its respective library branch.

Should library materials/items become more than three (3) months overdue for printed books, audiobooks, or kits, or one (1) month overdue for DVDs, telescopes, and sewing machines, the patron shall be notified and charged a replacement fee of the cost of the item(s).

**All materials may be renewed three (3) times unless requested by another patron or material is designated as non-renewable.**

**Interlibrary Loans (ILL):** Patrons with overdue interlibrary loan (ILL) materials will be contacted and will be responsible for any charges assessed by the lending library. Patrons with more than two incidences of overdue ILL material notifications will have their interlibrary loan privileges suspended.