

# COLUMBIA TOWNSHIP LIBRARY

## AUTOMATED CHECK OUT/COMPUTER USE POLICY

### New Patrons

New patrons who are 18 and over must present photo ID. Their borrowing privileges are restricted to three items. A member in good standing (no outstanding fines or overdue materials) at the end of three months will be upgraded to a one year card and twenty item limit.

### Children and Teens

In order for children (under 12) and teens (under 18) to get their own library card, a parent who has his/her own card must sign for the minor. (New patrons' children and teens are not eligible.) Parent's card will be linked to the minor's for late/lost items. MelCat items are only available to teens and adults.

### Fines

Patrons who return materials late (except DVDs) will be charged a fine of **\$.10/day/item**. Patrons who return DVDs late will be charged **\$1.00/day/DVD**. Patrons who return materials with missing bar codes and/or spine labels will be charged **\$1.00 each**.

### NO CHECK OUT or COMPUTER USE if...

- you accumulate \$1.00 or more in fines.
- you have overdue materials.
- you don't have your library card.

### Lost Cards

A \$1.00 replacement fee will be charged for lost library cards.

### Borrowing times

Books—two weeks; Books on CD—two weeks; Magazines—one week; CDs—one week; VHS—one week; DVDs—two days

### Reminders

Reminders of when your materials are due will be sent by text or email.

### Renewals

Materials (except for DVDs) may be renewed twice (unless the item has been reserved by another patron or is on the "NEW" shelf.) You may call or renew online.

### Over Dues

Notices will be sent by text or email. (Phone calls only if neither of those is available.)

**Rates and policies are subject to revision and will be posted if changed.**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT PARENT'S NAME (UNDER 18 YRS) \_\_\_\_\_

PARENT'S SIGNATURE (UNDER 18 YRS) \_\_\_\_\_