

COLUMBIA TOWNSHIP LIBRARY

Circulation Policies

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.

To borrow R-rated DVDs or M-rated videogames, patrons must be 18 years of age or be accompanied by a parent or guardian. Alternately, parents may request a note be placed on their child's account to allow unaccompanied rental of R-rated/M-rated materials.

Fines

Patrons who return print or audio materials late will be charged a fine of **\$.10/day/item**. Patrons who return DVDs or video games late will be charged **\$1.00/day/item**. Patrons who return materials with missing bar codes and/or spine labels will be charged **\$1.00 each**. Fines are capped at \$10/item.

Patrons who accumulate \$1.00 or more in fines or who have overdue materials will not be permitted to check out additional items.

Lost Cards

Patrons must present their library card to check out materials. A \$1.00 replacement fee will be charged for lost library cards.

Borrowing Times & Prices

Books & Books on CD—two weeks; Magazines—one week; CDs—one week; VHS—one week; New Video games – one week (\$2/game); New DVDs—two days (\$2/DVD), Older Video Games & DVDs – one week

Reminders

Reminders of when materials are due will be sent by text or email. Overdue notices will be sent by text or email. (Phone calls for overdue notices will be made only if text or email is not available.)

Renewals

Materials (except for DVDs and video games) 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.

PRINT NAME _____ DOB (if under 18) _____

SIGNATURE _____ DATE _____

PRINT PARENT'S NAME (UNDER 18 YRS) _____

PARENT'S SIGNATURE (UNDER 18 YRS) _____

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

Approved: 5/16/2016