

LIBRARY CIRCULATION POLICIES

The Board resolves that the following rules shall govern the administration of the Granger Public Library.

POLICY I

The library shall be open consistent hours as designated by the Board. Hours may be adjusted for holidays or severe weather.

POLICY II

All patrons must obtain a library card to borrow library materials or use library computers. Children under the age of 14 must obtain the signature of a parent/guardian before obtaining a library card. See "Become A Library Card Holder" policy.

POLICY III

1. Each borrower may draw not more than ten (10) items at a time. Audio-visual items will be limited to 4 (four) titles per card holder. Exceptions may be made at the discretion of library staff. Loaning periods are as follows:

Books:	2 weeks
Magazines:	1 week
DVDs:	1 week
DVDs New:	2 days
Audio Books:	2 weeks
Music CDs:	2 weeks

2. All items may be renewed twice, in person or by telephone, provided that no other borrower has reserved them.
3. Exceptions to the circulation policy may be made by the Director or a designee.

POLICY IV

1. A borrower who has overdue materials shall not be permitted to check out additional materials until the overdue materials have been returned.
2. A free-will donation will be asked of the borrower with the overdue materials.
3. The Director shall determine the fines for materials damaged beyond reasonable wear or lost, based on the material's replacement cost.

POLICY V

Books from homes quarantined with a contagious disease must be reported to library staff before they are returned.

POLICY VI

1. All interlibrary loan materials can be kept only as long as the loaning library indicates; otherwise, if there is a request for an extension of the loan period, the request must be made to and approved by the loaning library.
2. Each patron may have only three (3) interlibrary items checked out at any given time.

(Reviewed/Approved by the Board of Granger Public Library 3/11/19)