

Argyle Free Library: Circulation Policy

POLICY STATEMENT

This policy is to state the rules regarding lending of materials to library patrons.

REGULATIONS

- Library materials may be borrowed by anyone who has a valid Argyle, SALS or MVLS Library card.
- Library cards can be obtained by completing an application form available from the library staff.
- Cards will be issued to anyone who is at least 3 years old. Applicants less than 14 years of age will require a Parental signature on their application form.
- Tourists (someone who does not have a permanent address in the areas covered by SALS or MVLS) may obtain a library card by completing an application and providing both a local and a permanent home address.
- Cards will be issued upon receipt of a complete application form and borrowing can begin immediately. Signing the application form implies understanding and compliance agreement with all Library policies.
- Popular and in demand books or magazines have a two (2) week lending period. All other Library books or magazines have a four (4) week lending period.
- Videos are lent out for a one (1) week period. Only five (5) videos are allowed to be borrowed at a time per patron.
- Renewals will match the original lending period and can be obtained either by consulting the library staff or done on line. Renewals will be limited for materials with a waiting list.
- Over due materials will be fined:
 - o \$.10 per day for books and magazines to a \$2.00 maximum
 - o \$1.00 per day for videos to a \$5.00 maximum
 - o Materials not returned within three (3) months will be considered lost and you will be billed for the replacement value of the material.
- Library privileges will be revoked if a borrower owes more that \$5.00 in fines or has not returned materials. This revocation applies to the total SALS / MVLS systems. Payment of outstanding fines or replacement of lost items will reverse the revocation of the library card and re-instate borrowing privileges.