

## MADISON COUNTY LIBRARY, INC.

### LIBRARY MATERIALS LOAN POLICY

1. In order to remove materials from the library, individuals must be registered as patrons. (See accompanying Patron Registration Policy).
2. Borrowing privileges may be denied to those who owe fines or who abuse library materials.
3. Books and audio tapes may, in general, be borrowed for a period of two weeks, and may be renewed for two additional two week periods (total 6 weeks per item), provided no one else has requested the item.
4. Videos may be borrowed for one week. Only two videos per household may be borrowed at a time. Videos may be returned through the book drop at the side of the library.
5. Patrons may reserve books that are on loan to another patron. When they are returned, the library will hold them for one week after notifying the reserving patron that the book is available.
6. The librarian may designate certain items as reference materials, which may not be removed from the library. Some items may also be restricted (e.g. irreplaceable genealogy records) in access and may be used only in the presence of library personnel.
7. There will be a standard set of fines for overdue or damaged items. The rates of these fines will be reviewed and may be adjusted periodically. In March, 1999, the fines are as follows:
  - Adult books, audio tapes and magazines --\$0.10 per day up to \$1.00 per item
  - Children's books and hang-up's --\$0.05 per day up to \$1.00 per item
  - Video tapes---\$1.00 per day, up to \$5.00
8. The library may require monetary compensation for items which are damaged, lost, or rendered unusable by the patron.

Adopted Mar 2006