

# Circulation Policy

Patrons must be registered for membership in order to borrow materials and for use of technology. Specific requirements are as follows:

- Must have an Alabama Driver's License with correct address. If license has incorrect address, proof of residency will be required (such as utility bill). Librarian should be made aware of any address or phone number change.
- Membership is free to patrons living in St. Clair County. Patrons who live outside of St. Clair County can get a member card for a one-time donation of \$10.00. Children age 6 and over can get a library card with a parent or guardian's signature.
- If card is lost or stolen, it must be reported immediately. Replacements cards are \$1.00.
- Each patron is responsible for materials checked out on their member card.
- New members may check out two book items. Upon return, the limit is 10 items per card and 5 per children's card. Adults only are allowed to check out three DVDs after a one-month grace period. DVDs are counted as part of 10 item limit.
- Books and Books on CDs are checked out for two weeks and may be renewed twice if no reserves are placed on the item.
- Overdue charges are \$0.10 per book item each day late not to exceed \$5.00 per item. Books turned in after 6:00 PM will be considered returned next day.
- DVDs/Music CDs are checked out to adult patrons (18 and up). Only three DVDs/Music CDs may be checked out at a time with one renewal. Overdue charges are \$1.00 per item each day late not to exceed \$5.00 per item.
- Patrons having lost or damaged items shall be charged replacement fee.
- The librarian may deny service to any person for failure to return borrowed items or refusal to pay fines.

## Fines Per Item Each Day (Maximum \$5.00 per item)

<b>Books &amp; Books on CDs</b>	<b>\$0.10</b>	<b>DVDs/Music CDs</b>	<b>\$1.00</b>
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