

Circulation of Library Materials Policy

Loan Periods

The following loan periods, limits and fines apply.

Library Material	Loan Period	Renewal Periods	Holds Allowed	Limit per Household	Limit per Account	Fine per day	Maximum Fine per Item
Books	2 weeks	3	Yes		Unlimited	.05	5.00
Popular Picks	2 weeks	None	No		Unlimited	.05	5.00
DVD	7 days	None	Yes		4	1.00	5.00
Reserve	2 weeks	3	Yes		15	.05	5.00
ILL	Varies	Varies	No		2	Varies	Varies
Holiday Books	2 weeks	3	Yes	2		.05	5.00
Magazines	2 weeks	3	Yes		10	.05	5.00
Audio Books	2 weeks	3	Yes		15	.05	5.00

The maximum number of items any borrower may have charged out on their library card is 50 items.

All material must be returned undamaged. Library users are responsible for any damage (full or partial) incurred while the material is checked out to them.

Notification Preferences

Email Notification

Patrons who have signed up for **email notification** will receive an email for overdue items, a holds pick-up notice and upcoming due dates notice.

Text Notification

Patrons who have signed up for **text notification** will receive a text for overdue items, items requested are ready for pick up notice and upcoming due date notices.

Telephone Notification

Patrons who have signed up for **telephone notification** will receive a phone call for overdue items and items requested are ready for pick-up.

Reserves

Reserve items will be held for 5 days on the hold shelf.

Renewals

Most library materials may be renewed for 3 additional loan periods provided there are no reserves or holds on the material(s). Material may be renewed in person, by telephone, or via the Internet. Individuals seeking to renew items must have their library card number when they call.

Popular Picks cannot be placed on hold or renewed.

DVD's cannot be renewed.

The Board of Trustees of the Barren County Public Library reserves the right to amend any or all of the above regulations or restrictions without notice at any time.

Approved: September 22, 2009

Amended : June 28, 2011

Amended: August 25, 2015