

## **Berne Public Library Circulation Policies and Procedures**

### **Borrowing Policies**

Anyone with a valid UHLS card may borrow items at the Berne Public Library.

Children under the age of 18 may receive a My Card without parental permission. With parental permission they have the option of a full access card.

My Cards are limited to borrowing three books.

New videos are limited to two (2) per household.

### **Identification for Registration**

The Berne Public Library accepts the following identification for registration:

1. Driver's license with current address OR
2. Photo Id with a bill showing the current address.

### **Borrower Responsibility**

Borrowers are responsible for all materials borrowed on their cards.

Parents and guardians of minors are responsible for materials borrowed on their children's cards.

Replacement cost is charged for all lost or irreparably damaged materials.

A patron will have his/her library privileges suspended if he/she owes more than \$5.00 in fines or replacement costs of materials. Library privileges will be restored when accounts have been updated.

### **Lost cards**

The replacement fee for lost or damaged cards is \$1.00

### **Material Returns**

When the library is closed, items may be returned in the outdoor drop box. When the library is open, all items should be returned inside the library. Museum passes should be returned to the Berne Library. Electronic devices and kits should be returned to the circulation desk at the Berne Library. All other items may be returned to any UHLS library.

### **Claimed Returns**

When community members claim that they have returned an item, but it is not on the shelf and still checked out to them, this is known as a "claimed return." The claimed return will be noted on the patron's account.

**Loan Periods**

Books have a 28 day loan period, new titles have a 14 day loan period.

Audiobooks and Music CD's have a 28 day loan period.

Electronic devices have a 14 day loan period.

Periodicals have a 14 day loan period.

Videos have a 7 day loan period.

Museum passes have a 7 day loan period.

Reference books do not generally circulate. The library director may grant exceptions to this rule.

**Late fees**

\$.10 per day; except for new videos and museum passes which are \$1.00 per day.

The library staff has the option of waiving or reducing charges, if they determine that there are extenuating circumstances.

Policy approved by the Library Board of Trustees on 12/14/17