**Circulation Policy**

**REGISTRATION**

To register, new library patrons must present identification with name and current address (such as a bill, checkbook, or driver’s license) to an employee. In extenuating circumstances and in efforts to reach digital-only patrons management may, at their discretion, waive the requirement of physical proof of address. Minors under 16 must have a parent or guardian's signature. Only two items may be checked out the first day.

Patron accounts may include a photo of the patron. These photos will not be shared and will be treated the same as circulation information per ALA’s Privacy and Confidentiality Guidelines. Patrons may opt out of having their photo included on their account.

A library card is required to borrow materials, use computers, or reserve a meeting room. [Another form of ID is acceptable for proof of identity after the library account is established.] The patron will be held responsible for all materials checked out with this card. Inform the library immediately if this card is lost or stolen. The charge for replacing lost cards is $2.00.

**CIRCULATION PERIODS AND RENEWALS**

Normally, books and audios check out for a period of two weeks. Materials may be renewed twice provided there is not a patron waiting for the item.

A limit of 20 books, audios, music CDs may be checked out.

Magazines check out for a loan period of 7 days, non-renewable. The current issue of each magazine will check out overnight only.

DVDs check out for 7 days. DVDs and VHS are limited to 6 per household, non-renewable.

Playaways may check out as other audios (14-day)

Playaway Launchpads may check out for 7 days, one renewal.

E-Books and E-Audio are limited to 2 per card, non-renewable.

Reference books do not circulate. At the discretion of the employee conducting the transaction, a reference book may be released to a registered patron for overnight use.

**RESERVING MATERIAL**

If an item is not available, it may be reserved. The patron is notified when it is returned; the item will be held for up to six days.

**Interlibrary Loan**

The requesting patron must have a library card with DRLS and the account must be in good standing (no overdue items & fines below $3.00).

Patrons may have up to 5 ILL items at one time.

Failure to pick up a requested item will be noted on the patron’s account. Repeated failure may result in loss of privileges.

Only non-fiction material is borrowed out-of-state unless the item is required for an assignment.

DRLS does not charge for interlibrary loan services. However, some libraries charge fees for loans of their materials. Items with a fee will be borrowed only if the patron agrees to pay the fee.

If an item is lost or damaged, the patron is responsible for overdue fines, the cost of the item, and any processing fees charged by the owning library.

Renewals may be possible if permitted by the lending library.

**OVERDUE PENALTIES**

* Videorecording (VHS, DVD), Launchpad or Playaway: $1.00 per day, up to five dollars.
* Books and other materials: $.10 per day up to a total of $1.00 per item.
* Lost or damaged items: replacement cost.

Library privileges may be revoked until all overdue items are returned and fines cleared. The patron may retain some privileges by demonstrating a ‘good faith effort.’