

Carbon County Library System

Circulation Policy

In order to share resources equitably, the following rules apply

Total Checkouts

Each Resident Card Customer may have up to 50 items on his/her card at one time.

A maximum of 15 DVDs, and 15 CDs may be on a card at one time.

General Circulation Rules

ITEM	LOAN PERIOD	OVERDUE FINE
Hot Picks (Selected new material)	7 days	\$0.25 per day
Books- all categories, includes audiobooks and playaway devices	21 days	\$0.25 per day
Periodicals	7 days	\$.025 per day
DVDs, Video Games, CD Music	7 days	\$0.50 per day
Computer Software	21 days	\$0.25 per day
Kits	21 days	\$0.25 per day
3m eReaders*	14 days	\$0.50 per day
Inter-Library Loan Materials	Varies	\$1.00 per day
Equipment	Varies	\$10.00 per day

Renewals

An item may be renewed up to 3 times, either by phone, email, or in person up to three times if no other customer has placed a hold on that item. Any branch of the Carbon County Library System can renew items for any patron, regardless of where the item was checked out.

Fines

Patrons who do not return their materials on or before the due date will be fined. Fines accumulate on a daily basis on the days the individual library that item was checked out from is open. Accumulated fines will not equal more than five dollars per item. Fines may be adjusted to reflect extenuating circumstances at the discretion of the library staff member on duty.

Damaged and Lost Material

Patrons are responsible for all costs of damaged and/or lost materials. A new copy of the item (must be the same version as the original ie: a hardcover book may not be replaced with a paperback) may be given to the Carbon County Library System in lieu of replacement cost, though a five dollar processing fee still applies.

After 60 days, overdue items are assumed lost and patrons will be billed for the cost of that item.