



# 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 10 DVDs, and 10 CDs may be on a card at one time.

### Item Loan Periods

ITEM	LOAN PERIOD
Hot Picks (Selected new material)	7 days
Books- all categories (includes Audiobooks and Playaway devices)	21 days
DVDs, Video Games, CD Music	7 days
Board Games	21 days
Kits	21 days
Inter-Library Loan Materials	Varies
Equipment	Varies

### 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.

### Overdue Fines

Failure to return materials will result in the loss of borrowing privileges until the materials are returned.

### 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.