

CIRCULATION POLICIES

	Books	New Books	Magazines	DVDs
Checkout	28 days	14 days	14 days	7 days
Overdue Fines	10¢/day	10¢/day	10¢/day	50¢/day
Renewals	Yes (if no waiting list)	Yes (if no waiting list)	Yes (if no waiting list)	Yes (if no waiting list)

	Audiobooks	Music CDs	Videos	Children's Multimedia Kits
Checkout	28 days	14 days	7 days	14 days
Overdue Fines	10¢/day	10¢/day	10¢/day	10¢/day
Renewals	Yes (if no waiting list)	Yes (if no waiting list)	Yes (if no waiting list)	Yes (if no waiting list)

There is a checkout limit of 100 items and a hold limit of 75 holds.

Fines will be assessed at the rate shown above beginning the next day the library is open after the item is due, until the item is returned. (No fines assessed for Sundays and holidays.) There is a maximum overdue fine of \$5.00 per item if it is returned, with exceptions for interlibrary loans and multimedia equipment. We do not allow patrons who have lost or damaged item fees or fines exceeding \$5.00 to check out materials.

If the item is not returned, the patron must pay the replacement cost of the item. If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost. A charge for damaged or lost materials will be placed on the patron's library account.

If the patron does not respond, does not return overdue materials, and/or does not pay the replacement fee within 30 days of the second overdue notice, the matter may be turned over to the Columbia County Sheriff's Department for further proceedings according to Wisconsin Statutes, Section 943.61. If overdue items are returned to the Library as a result of police action, Library staff shall notify the Columbia County Sheriff's Department as soon as possible after the return of the items.

When a patron has paid for a lost or damaged item, they may request to keep said item once it is removed from the Library catalog.

The library is not responsible for damages that may occur to audio or video equipment in the playing of library AV materials.

For Books on Cassette/or CD, in the case of loss, theft, damage or erasure, the patron will be charged \$10.00 per cassette/cd.

Interlibrary loan materials are subject to the replacement policy of the Lending Library.