STONY CREEK FREE LIBRARY: CIRCULATION POLICY

Loan periods are as follows:

* DVDs : two weeks (fourteen days)
* All other circulating material: four weeks (twenty-eight days)

The loan period for materials borrowed from other libraries (interlibrary loans) varies with the lending library. Individual borrowers are responsible for their own fines for items that have been lost.  
  
Borrowers must be age 5 or older and present at the time of application to get a library card.  A parent or guardian must co-sign a minor's application for a card.  
In order to be eligible to co-sign a minor's library card application, a parent/guardian must have a library card of his/her own that is in good standing (i.e., free of blocks).  
  
Borrowers must present their cards when checking out library materials. Borrowers may not use the cards of others not present.  
  
Each household may borrow ten DVDs or books at a time, a maximum of three of which may be marked NEW.  
  
To reserve material, the library user must ask a staff member to hold the material or put his/her name on a waiting list. Notification that reserved material has arrived will be by telephone or email. The library staff assumes no responsibility for telephone or other messages within a user’s home.   
  
Material will be held at the circulation desk for seven business days after notification. On the eighth day, it will either be shelved or the next person on the reserve list will be notified of its availability.   
  
Materials whose due date is past are subject to overdue notices. Notices will be given by postal mail, phone, and/ or e-mail, as well as text, if chosen by the patron.   
  
The library, generally, charges no overdue fines for its own material. The Library staff acts on the premise that the return of materials, in good condition, is preferable to the collection of fines.