

Garrett Public Library - Circulation Policy

Format	Loan Period	Renewals	Checkout Limit	Fines	Other
Books	3 weeks	2 (only if not on hold)	100	\$.25	\$3.00 charge for lost or functionally damaged cases
New Books	2 weeks	1 (only if not on hold)	100	\$.25	
Books on CD	3 weeks	2 (only if not on hold)	10	\$.25	
New Books on CD	2 weeks	1 (only if not on hold)	10	\$.25	
CDs – Music	2 weeks	1 (only if not on hold)	10	\$.25	
DVDs and LDVDs	1 week	1 (only if not on hold)	10	\$.25	
New DVDs	3 days	0	10	\$.25	
Magazines	2 weeks	1 (only if not on hold)	100	\$.25	
e-books	7-21 days	1 (only if not on hold)	6	NA	
Book Kits	2 Weeks	1 (only if not on hold)	1	\$.25	
Wifi Hot Spots	1 week	0	1	\$.25	
Laptop	1 Day	0	1	\$.25	In library use

Circulation Restrictions

Patron owes \$10.00 or more in fines/replacement costs.	Loss of borrowing privilege; loss of access to computers. Unable to get new card (for juvenile) or be a responsible party.
Juvenile Patrons (17 and under)	Restricted from checking out R-rated DVDs. Internet usage may be restricted by parent or guardian.

Other Charges

Replacement Costs (lost items)	Cost of the item plus a processing fee of \$10.00
Materials Recovery (Collection Agency)	Accounts with lost items and totaling more than \$25.00 will be sent to a collection agency when fifty one days past due. A \$10.00 fee will be charged to each account.
Returned Checks	\$32.00 will be charged for checks returned for insufficient funds.
Fax Charges	\$ 0.50 per page, sending and receiving.
Print and Copy Charges:	Black and white prints and copies: \$ 0.10; color prints and copies: \$.50.
Replacement Library Cards	\$2.00

Library Card Registration

<p>Proper proof of residence required to obtain and renew a Garrett Public Library card. This includes a driver's license with current address or a picture ID plus a piece of mail such as a bill or lease. The same is required for renewals every two years. Parents or guardians are required to sign the registration form for all juvenile (17 and under) library cards and must decide whether a juvenile is allowed to access the internet.</p> <p>Library cards are required to check out materials.</p>
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