

Roswell Public Library Checkout Policies

Patrons are limited to ten items at any given point for the first three months. After the three-month probation, patron check outs are unlimited.

Most books, audio tapes, and CDs checkout for three weeks. DVDs and videos can be checked out for seven days. Reference items do not checkout. Magazines cannot be checked out until they are two months old. National Geographic magazines cannot be checked out.

Fines are accrued at the rate of \$0.20 per day per item. Accrual of fines begins the day after an item is due. Fines are capped at \$12.00 per item. If an item is not returned after several months, the fines for the item are removed and the price of the item is billed to the patron to whom the item was lent. Part or all of the fines on an account must be paid before a patron can borrow items.

The lending period for books, CDs and audio tapes may be renewed twice. This can be done as long as the item does not have a hold. If the item has a hold, it cannot be renewed and must be returned on the current due date. Items that are renewed have a new due date of three weeks from the date on which the item was renewed. Items cannot be renewed more than twice, and videos and DVDs cannot be renewed.

A card which has been damaged, lost, stolen, etc., may be replaced at the cost of \$1.00. If a card is lost or stolen, the patron must immediately report the loss to the library staff. Any items that have been checked out to a patron if the card has not been reported stolen are the responsibility of the patron. Any items that are checked out to a patron while a card is being lent to a family member or a friend are also the responsibility of the patron.

The price of any items that have been returned damaged will be billed to a patron. This includes water damage, torn pages, writing, and any other damage beyond general wear and tear. Removal or damage of labels and RFID tags from library items will result in a \$5.00 fee. Removal or damage of mylar covers will result in a \$1.50 fee.