**Borrowing and Circulation**

**Interlibrary Loan**

If the library does not own the material a patron wants, the patron may request an interlibrary loan. The library will attempt to borrow the material from another library using the database provided by the Oklahoma Department of Libraries.

The patron is responsible for returning the book to this library on time and in the condition the material was loaned. The patron is responsible for loss, theft, or destruction of interlibrary loaned items and must make restitution to the lending library. The library shall not request interlibrary loans for patrons with fines, lost or overdue items, or a history of returning materials late.

**Checking Items Out and Library Cards**

Anyone wishing to check out materials must have valid information on file and be entered in the computer. Adults must present a photo ID and proof of residency to open a library account. Those under the age of eighteen must have a parent/guardian's permission.

A patron may not be denied access to use of materials in the library unless his/her behavior becomes disruptive.

Membership to the library will be free of charge to Garvin County residents or people working in Garvin County, to be renewed every two years. for a two-year membership. In order to borrow library materials, a patron must have a valid library account. The patron to whom the account is issued is responsible for all items borrowed on that card, fines incurred, or payment for damaged or lost materials.

What items can be checked out?

All materials circulate with the exception of reserve items.

All books and audiobooks circulate for two (2) weeks.

All DVD/Blue Ray Discs circulate for one week.

All Hot Spot devices circulate for one week.

**Renewals and Limits**

Items may be renewed in person by bringing the materials to the library or once by phone or once through the online catalog.

DVD/Blue Rays and Hot Spots are not available to renew and must be returned within the one-week time frame.

The library does not limit the number of items a person may check out as long as the patron can return them in a timely fashion. The library reserves the right to limit the number of items checked out if warranted.

In the event an item is lost or damaged, the patron under whose account it is checked out is responsible for replacing it.

**Replacement of Lost or Damaged Item**

The replacement cost of materials shall be the actual cost of the item from library records. If the title is out-of-print, the original cost and the book's historical value shall be taken into consideration. If the library declares an item lost or damaged, the patron is responsible for restitution before resuming checkout privileges. Books six (6) weeks overdue are considered lost, and the patron shall be billed for the cost of the book plus a service fee of 20%.

**Fines**

Fines are set by the Library Board and are posted Fines may be forgiven at the discretion of the librarian in the event of illness or other hardship. Fines are not collected for any day the library is closed. A fine of two dollars per day will be charged on each DVD which is not returned on time. A fine of two dollars per day will be charged for hot spots not returned on time.

**Fees**

There will be a fee for computer print outs as follows:

 $0.25 for black and white

 $1.00 for color.

Copies are .10 per page

Lamination $1.00 per page

Approved by Library Board 10-24-2022

Amended and approved by Library Board 02-13-2023