

# ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

## CIRCULATION PERIODS

1. While most items may be borrowed for four weeks (including books, audiobooks, and non-current magazines), special lending periods are set as the following:
  - New Fiction                      2 weeks
  - DVDs                                      4 days.

An adult patron may have 3 checked-out videos and/or DVDs at any given time.

  - NonFiction DVDs              2 weeks.

Videos may not be charged out on a juvenile library card.

  - E-Books                                      2 weeks.

E-Books may be checked out through The UpNorth Overdrive Collection.
2. Materials may be renewed, if no one is waiting for the item (See **Lending Policy**). At the Director's discretion, when renewing items the patron may be required to bring that item to the library for rescanning.
3. Fines for overdues are assessed as follows
  - \$.05 each day for books,
  - \$.10 per day for New Fiction,
  - \$.25 each day for videos.

The maximum overdue fine for materials is \$5.00 per item, and \$3.00 per juvenile book.
4. There is a 3-day grace period on books before fines are assessed. New Adult Fiction fines will be assessed after a one (1) day grace period.

Revised by Library Board 8-22-2007

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