

CIRCULATION POLICY

Applying for a Library Card

You may become a registered borrower if you are a resident of Pleasantville, rural Marion County or a resident of a community participating in the Open Access Program. A photo ID with a current verifiable address must be presented with your library card application. Address and phone number changes should be reported immediately. Individuals under the age of 18 must have a parent or guardian present, with a valid ID, and sign the application for a library card.

Borrowing Privileges

You are responsible for all materials checked out on your card. It is recommended that you do not lend your card to others. Borrowing privileges may be restricted due to overdue items or unpaid fines.

Loan Periods

Regular library books, audio books, DVDs and cake pans may be checked out for a two week period. Items may be renewed if no one else is waiting for that item.

Check Out Limits

Up to 4 DVDs per library card can be checked out. All other library materials may be checked out (within reason) as many items as you wish, however, you are financially responsible for those items.

Renewals

Library materials may be renewed if no one else has placed a hold on the item. This may be done in person at the library, on-line, by calling or emailing the library.

Interlibrary Loan

If the library does not own the book you need, you may request it to be borrowed from another library. The patron making the request is required to have a current library card and is responsible for any overdue fines or replacement costs charged by the lending library. An agreement form must be signed by patron before the inter-library loan item can be checked out.

Returns

You may return borrowed materials at the circulation desk or in the outside drop box.

Overdue and Lost or Damaged Items/Fines and Fees

Library materials: \$.25 per item per day

Lost items or Damaged items: Borrower is responsible for the cost of the item

Reserves/Holds

If the item you want is currently checked out, you may place a hold on the item. A staff member will notify you when the requested item is available.

Board Approved on

6-8-22 