

LEICESTER PUBLIC LIBRARY

CIRCULATION POLICIES

Library cards

- A Leicester Public Library Card must be presented to borrow materials.
- Library cards can be issued to residents and non-residents of Leicester who present a valid ID with a current address, a piece of mail (ie. Telephone bill) is acceptable for proof of address.
- Minor children (under 15 yrs) must have a parent, grandparent or guardian's signature

Checkout Period

- **Books** – 3 weeks, 1 renewal*
- **Magazines** – 3 weeks, 1 renewal* - Current issue does not circulate
- **Audio Books** - 3 weeks, 1 renewal*
- **Music CD** - 3 weeks, 1 renewal*
- **VHS Movies** - 1 week, 1 renewal*
- **DVD** - 1 week, 1 renewal*
- **NEW DVD** – 1 week, no renewals

- **limit of 2 new DVDs checked out at one time**

Note: All DVDs are exempt from fine free day

***Items cannot be renewed if there is a hold on the title.**

Interlibrary Loan – Leicester Library's ILL Card

- Check out period is based on lending library's policy, no renewals

Museum Passes

- Museum passes may be reserved up to 1 month ahead
- Passes may be picked up the day before it is to be used
- Passes must be returned by 10:00 am the day after use to be available for the next patron (unless special arrangements are made)
- Passes returned late are subject to a \$2.00 late fee
 - If the late return of a pass interferes with another patron's reserve a late fee equal to the admission value of the pass will be assessed.

Note: Museum Passes are exempt from Fine Free Day

Fines and Overdue Notices

- Most library materials are fined \$.10 a day with a 2 day grace period. \$1.00 maximum fine per item

Exceptions:

- DVD / VHS - \$1.00 per day with a 2 day grace period maximum \$5.00 per item.
- Museum Passes - \$2.00 a day beginning first day overdue
 - Late return interfering with another reserve – fine assessed at amount equal to admission value of the pass

Borrowing privileges will be suspended for the following reasons:

- Fines or pending fines totaling \$10.00 or more
- Lost or damaged material
- After 3 overdue notices

Fine Free Day- First Wednesday of the month for all library materials currently checked out except, DVDs and Museum Passes