

Circulation Policy

Huntington Memorial Library

Overall Policy

- Users must owe less than \$5.00 to check out materials from the library.
- Users must have a library card to check out materials and have their library card with them to check out materials.
- Adults may borrow as many items as desired.
- Children age 12 and under may borrow 3 items at one time with their card if unaccompanied by a parent. If a child is with his/her parent, the parent is responsible for setting the limit on the number of items to be borrowed.
- The current issue of a periodical or newspaper does not circulate. Back issues of magazines in storage do not circulate.
- Reference materials do not circulate. Special permission may be given by the library director for overnight use.

Loan Periods

- Books, magazines, CDs and books on CD have a 3 week loan period. These materials may be renewed twice if there are no reserves on them.
- DVDs have a 1 week loan period and cannot be renewed. Five videos per library card may be borrowed.

Renewal Policy

- Renewals can be made by telephone if the item is not on reserve.
- Renewals cannot be made if you owe \$5.00 or more in fines.
- DVDs cannot be renewed.
- All other material can be renewed twice if they are not on reserve for another patron.

Overdues and Fines

- Library users who have a \$5.00 or greater fine at the library may not borrow anything further until the fines paid.
- Children and Adult materials are fined \$.25 per day for each item up to a maximum fine of \$ 5.00 per item.
- Videos and story time kits are fined \$ 1.00 per day for each day overdue up to a maximum fine of \$5.00 per item.

Damaged Materials

If borrowed material is damaged beyond repair, the borrower is required to pay the cost of the item. A receipt will be given and damaged items may be kept by the borrower after payment.

4CLS Reserve/Interlibrary Loan Policy:

- Reserves may be made for any circulating material within the 4CLS area.
- User will be called or notified by email, or a postcard when the material becomes available. Huntington Library patrons' reserves for material owned by HML will be filled before reserves from other requesting libraries.

- The loan period for materials borrowed from another library in 4CLS is three weeks. Items may be renewed once if it is not on reserve by another patron.
- Reference materials, materials from the New York Room, and periodicals are not available for interlibrary loan.

Outside of 4CLS Interlibrary loan policy

- Users must have a currently valid library card to request interlibrary loan materials.
- Out-of-system requests are restricted to materials costing more than \$12.95.
- Materials borrowed on interlibrary loan must be returned at the date requested by the owning library.
- Interlibrary loan materials which are overdue are fined \$.25 per day per item. Overdue video fines are \$1.00 per day.