



LIBRARY SERVICES

I. Loan Policies

- A. Books may be borrowed for two weeks and may be renewed twice. Current weekly and monthly magazines may be borrowed for only one week and cannot be renewed. No current reference books, encyclopedias, or valuable local history books will circulate.
- B. CD's and books on cassette or CD may be borrowed for two weeks and can be renewed twice. There is a \$2 for 2 days charge on all DVD's that are considered by the Library Director to have entertainment value only. DVD's that are considered by the Library Director to have educational value are free of charge for 2 days.
- C. Patrons living outside of our legal and contracted service area may use all library services without a special charge.
- D. New patrons, regardless of where they live, are limited to borrowing only two items the first time they check out.

II. Fines

- A. Fines for all materials except for DVD's and VHS are 10 cents for each library business day. This applies to all users.
- B. All DVD's and VHS have a \$1 per day late fee – including those DVDs and classified as “free.”
- C. The maximum fine charged for lost or damaged materials will be their replacement value, assessed at the discretion of the Library Director.
- D. Patrons are responsible for keeping track of the due dates for the items in which they borrow from the library. It is expected that patrons return materials promptly so that others may use them. Patrons will be notified when their books are 1 week overdue. Methods for contacting patrons will vary by circumstance. Borrowing privileges may be withheld from the family if materials are not returned and fines and/or lost/damage charges are not paid within 30 days of the notice.
- E. Individuals with accounts over \$10 will be blocked and unable to check out or interlibrary loan any additional items until the account balance is below \$10. Families with a total account balance of \$20 will be blocked and unable to check out or interlibrary loan any additional items until the account balance is below \$20. (Example: mother's account balance is \$0.00, but her three children owe \$5.00, \$2.00, and \$15.00 – totaling \$22.00 – all four accounts will be blocked because the parent is the responsible party.)

III. Faxing, Copying, and Printing

- A. The charge for sending/receiving of facsimile messages is \$1 per page.
- B. The charge for black and white copies is \$0.25 per page and \$1.00 per page for color copies.
- C. Items printed from the computers and/or internet cost \$0.10 per page for black and white and \$1.00 per page for color prints. Patrons printing from the computers and internet are responsible for what they send to the printer.

D. The library is not responsible for unclaimed faxes and print jobs.

IV. Exam Proctoring

- A. The student must contact the director to request proctoring services before any examination is sent to the library.
- B. The library requires that the student provide their name, telephone number, and email address on any correspondence with the library.
- C. The student is responsible for having the examination and instructions sent to the library after talking with the director.
- D. The student is responsible for any charges that accrue due to test prints and copies, faxes or postage.
- E. There will be a \$5.00 non-refundable charge per registration.
- F. Proctoring is only available during library hours and availability is limited.
 - a. Library hours:
 - i. Tuesday, Wednesday, and Friday: 10:00 a.m. – 7:00 p.m.
 - ii. Saturday: 10:00 a.m. – 1:00 p.m.
- G. Testing accommodations may vary.
- H. The library shall not be responsible for tests that are interrupted by library emergencies, power failures, hardware/software issues, or loss of internet connectivity.
- I. The library cannot guarantee that students will be observed at all times during examinations. Students will be required to only have items with them that are necessary for test taking.
- J. The library is not responsible for retaining copies of past tests.
- K. The student must schedule their exam with the director at least 7 days in advance.
- L. Test date and time must be agreed to by the director and will not exceed 3 hours.
- M. Students must contact the library to cancel a scheduled test time. Tests missed without notice will not be rescheduled.
- N. The student should bring supplies such as pencils, ink pens, calculators, etc. – unless otherwise noted by examination instructions.
- O. Please bring photo I.D.
- P. The library reserves the right to refuse proctoring if the guidelines and student responsibilities are not fulfilled by the student.

Approved 5/27/2015