



**Borrowing Policy**  
6/21/2017

**Borrower Responsibilities:**

- **Don't lend your card to someone else. It belongs only to you. You are responsible for the materials borrowed with it.**
- **Return all borrowed material on time. Borrowers who have overdue material will not be entitled to additional borrowing privileges until all delinquent items are returned.**
- **In case borrowed materials are returned late, are lost or damaged, pay the required charges. An individual who owes the Library money forfeits his/her right to borrow material until the past due account is settled.**

**Loan Periods**

<b>Media</b>	<b>Duration</b>	<b>Media</b>	<b>Duration</b>
Books	4 weeks	New DVDs/Christmas Books	3 days
New Books	2 weeks	DVDs	2 weeks
Summer reading books	2 weeks	New DVD series	1 week
Juvenile Holiday books	2 weeks	Juv.Book CDs	2 weeks
Magazines	2 weeks	Circulating Encyclopedias	2 weeks
Music CDs	2 weeks	Reference books	1 week
Audio books on CD	4 weeks	Curriculum kits	4 weeks
E-reader devices	2 weeks	Museum passes	Overnight
Wireless Hot Spot	Up to 14 days	Bakeware	2 weeks

**Wireless Hotspots:**

- Borrower must be 18+ years of age. Checkout period is 14 days.
- Unlimited data usage.
- Overdue fine \$10.00/day. Replacement cost \$125.00 for device. \$30 for charger and/or cord. \$15 for case.
- No renewals. 7 days after returning, if device is available, it may be checked out again.
- No holds allowed. Cannot be put in transit. Check with Circulation Desk to put name on waiting list.
- Norfolk Public Library patrons are given preference.
- Device, charger, charger cable instructions and pouch must be returned to a librarian at the Circulation Desk.
- DO NOT return device in the Book Drop. There is a \$10 fine for devices returned in the book drop.
- Due to high demand, patrons who fail to return a device on-time will be prohibited from checking out a device for a 30-day period. Patrons who fail to notify the library of a cancelled reservation on two occasions will have reservation privileges revoked for one year. Patrons will be permitted to borrow a device based on walk-in availability.

**Bakeware:**

- 1 renewal allowed
- No holds allowed. Cannot be put in transit.
- Do not return in the Book Drop Must be returned to NPL's circulation desk
- \$5 fine assessed if returned dirty

**Fines/Fees**

Materials not returned by their due date accrue fines and fees according to the following schedule:

<b>Media</b>	<b>Charge per day</b>	<b>Maximum Fine</b>	<b>Lost Material Processing Fee</b>
Juvenile Books	\$ .10	\$3.00	\$5.00
Mass Market Paperbacks	\$ .10	\$3.00	\$5.00
Magazines	\$ .10	\$3.00	\$5.00
Adult Books	\$ .10	\$5.00	\$5.00
Young Adult Books	\$ .10	\$5.00	\$5.00
Reference	\$1.00	\$10.00	\$5.00
Audio Books on CD	\$ .50	\$5.00	\$5.00
Music CDs	\$ .10	\$5.00	\$5.00
Rental Books	\$ .25	\$5.00	\$5.00
Media Kits	\$ .10	\$5.00	\$5.00
Curriculum Kits	\$ .50	\$10.00	\$5.00
Juvenile DVDs	\$ .50	\$10.00	\$5.00
DVDs	\$1.00	\$10.00	\$5.00
E-Reader devices	\$1	\$10.00	\$5.00
Museum Passes	\$5.00	\$15.00	\$5.00
Wireless Hot Spot	\$10.00	Cost of replacement	\$5.00
Bakeware	\$ .10	\$5.00	\$5.00

## Limits

Number	Item	Exceptions
30	Items within Guidelines below	Pre-school card holders limited to 5 items
3	Books per subject	Only 2 for school projects
3	Issues of a single magazine	
6	CDs	Only 2 Christmas theme CDs
2	Audio Books on CD	
6	Juvenile Audio Books	
2	Curriculum kits	
6	DVDs	Per household, of which 2 can be new
1	E-Reader device	
1	Museum pass per household per day. Non-residents must have SAILS Library card.	An individual museum pass may not be borrowed more than once per week. During school vacation weeks, 2 passes per family per week
1	Wireless Hot Spot	
1	Bakeware	

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