



**Borrowing Policy**  
5/15/2019

**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, borrower must 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, Marquee Movies, Christmas DVDs	3 days
New Books	2 weeks	DVDs	2 weeks
Summer reading books	2 weeks	New DVD series	1 week
Juvenile Holiday books	2 weeks	Juvenile Book CD Kits	4 weeks
Magazines	2 weeks	Reference books	1 week
Music CDs	2 weeks	Museum passes	Overnight
Audiobooks	4 weeks	Bakeware	Up to 2 weeks
E-reader devices	2 weeks	Wireless Hot Spot	Up to 14 days
Stuffbrary	2 weeks	Electronic Games	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 device reservation privileges revoked for not more than six months. These patrons and members of their household will, however, only 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	\$ .10	\$10.00	\$5.00
Audio Books	\$ .10	\$5.00	\$5.00
Music CDs	\$ .10	\$5.00	\$5.00
Juvenile Book Kits	\$ .10	\$5.00	\$5.00
Juvenile DVDs	\$ .50	\$10.00	\$5.00
DVDs	\$1.00	\$10.00	\$5.00
E-Reader devices	\$1.00	\$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
Stuffbrary	\$5.00	\$30.00	\$5.00
Electronic Games	\$2.00	\$10.00	\$5.00
Marquee Movies	\$2.00	\$10.00	\$5.00

## Limits

Number	Item	Exceptions
30	Items within Guidelines below	Pre-school card holders limited to 5 items
3	Books per subject for school projects	
6	Audio Books	
1	E-Reader device	
2	Museum pass per household per day. Non-residents must have SAILS Library card.	
1	Wireless Hot Spot	

Revised 10/26/2016

Revised 6/21/2017

Revised 9/20/2017

Revised 9/19/2018

Revised 5/15/2019