

## **Circulation Policy**

### **Loan Periods**

The library has established loan periods for different types of materials. The Director may alter the circulation rules as needed for items in high demand.

### **Renewals and Extensions**

Materials not on a hold list for other patrons may be renewed up to three times. The library staff may use their discretion in extending the loan period for Moyer items that are not high-demand or best sellers. Extensions are provided, for example, for the convenience of patrons who are vacationing and unable to return materials within the usual checkout period.

### **Limits**

Patron cards have limits for the following:

- Number of titles checked out,
- Number of DVDs checked out,
- Number of Audiobooks on CD checked out, and
- Number of items on hold.

Current limits are posted in the library and are available at the circulation desk

### **Fines and Fees**

#### **Fees for Lost or Damaged Items**

The patron will be charged the purchase price of a lost or damaged item. Any overdue fines that have accrued for a lost or damaged item will be waived. Patrons who pay for a damaged item are entitled to keep the item; however, they must pick up the item from the library within thirty days of payment.

Exceptions to this rule may be made by the librarian in charge of the collection.

Fees for room rental can be found on the room rental policy page.

Copier, faxing, and lamination fees can be found posted in library.

If a patron has paid for a lost item that was owned by the Moyer District Library and later finds the item, they may have the fees refunded if all of the following condition is met: The item is returned in good condition. The amount refunded will be the amount paid less the accrued overdue fines. This refund policy applies only to items owned by the Moyer District Library.

#### **Loss of Privileges**

Patron accounts that carry a balance due to lost or damaged items will have their borrowing privileges suspended. The patron's card cannot be used to borrow physical or digital materials until the balance is reduced.

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