

# Union County Library System Guidelines

## Borrowing and Renewing

The number of items that may be borrowed at one time is unlimited.

- ◆ 7-day Circulation with one renewal: New Adult Fiction and DVDs
- ◆ 14-day Circulation with two renewals: all other books, children's book/audio combos, magazines, and music CDs
- ◆ 14-day Circulation with one renewal: Baby Busy Boxes and Discovery Packs

Materials may be renewed by phone, online, or in person if the title has not been reserved. Special renewals are available for vacation and for teachers.

## Return Boxes

- ◆ Each library has a drop box return for books and magazines; Do not put audiovisual materials into the book drop
- ◆ \$2 charge for each audiovisual item returned in the drop box for books
- ◆ The Public Library for Union County, Lewisburg, has a separate drop box for audiovisual materials

## Fines and Charges

- ◆ \$.20 per day: overdue fine for books, children's book/tape combos, magazines and music
- ◆ \$1.00 per day: overdue fine on tape or CD, videotapes, DVDs, Baby Busy Boxes and Discovery Packs
- ◆ Replacement costs for processing lost or damaged materials

## Public Access Computers

- ◆ Public computers, connected to the Internet, are available for library cardholders to use
- ◆ Children must have signed parental consent to use the public access computers
- ◆ Computers in the children's room contain educational programs to allow children to use technology in a secure environment

## Audio/Visual Materials

Cardholders under 18 must have a parent or legal guardian's signed consent to borrow DVDs and Books on CD

## Requests

Any circulating item in any of the UCLS collections may be requested for delivery to any system location for pick-up. It will be held for 3 days after the person who requested the item is contacted