

LIBRARY SERVICE POLICIES HAMBURG PUBLIC LIBRARY

Circulation: All materials circulate for 3 weeks (21 days) except for DVDs and videocassettes, which circulate for 1 week (7 days).

Fines: None for juvenile materials. Otherwise everything is 10 cents per day except DVDs, which are 50 cents a day. Fines are calculated by calendar day. Maximum fines are calculated per item type, eg. For Magazines the max fine is \$ 2. ; for DVDs it is \$ 10. Customers with fines of \$ 10 or more may not borrow items until the fines are paid. At the beginning of each calendar year, fines must be paid down to 0.

Renewals: One renewal allowed unless item is reserved for another customer. Renewals are in person, by telephone or online.

Library cards: ID is required for all library cards. There is no minimum age required to obtain a card, but parental (or guardian) signature is necessary for juvenile cards. State law identifies anyone under 18 as a juvenile. Lost cards may be replaced for \$ 2 fee. If a customer forgets their cards, we need to see another form of ID before checking out library materials.

Restrictions: There is a limit of 5 video items per card. Children may borrow adult materials, and vice versa; there is no fee to borrow video materials. Children require parental or guardian's approval to borrow "R" rated video materials. There is a limit of five requests for Inter-Library Loans and 10 for requests placed on the Horizon catalog. The Inter-Library Loan policy is available upon request. Please see librarian before posting on the bulletin boards.

Charges for services: Most library services are free. There is no charge for reference services or use of computers. For prints from the computers or photocopier however, there is a charge of 15 cents per black & white sheet or 50 cents for each color page. Out-bound fax service is available at \$ 1 for each sheet. We do not receive faxes for customers.

Gifts: We accept financial gifts for memorial books and materials and for materials in honor of births, anniversaries and other events as designated by the donor. Used materials are accepted as gifts for annual book sale or if in new condition for the library collection.

Computers: Seven desktop and seven laptop computers are available free of charge during library hours. Laptops are for in-house use only. Customers with fines in excess of \$ 10 may not use the computers. Library cards are needed to use laptop computers.

We presently do not have any meeting room available to the public.

Reviewed and passed, January 14, 2014