

C. W. Clark Memorial Library

Circulation Policy

Library patrons are welcome to borrow materials with a current Mid York Library System (MYLS) card and account according to the following parameters:

--Books and CDs circulate for **2 weeks**.

--Periodicals circulate for **7 days**.

--**DVDs** circulate for **7 days** with the exception of **new DVDs**, which circulate for **3 days**.

--Patron limits on quantities of:

	Under 18 years old	18+ years old	Renewals Allowed
DVDs (movies)	3 DVDs	5 DVDs	1 renewal
New DVDs	3 DVDs	3 DVDs	1 renewal if no holds
Books/Periodicals	10 books/periodicals	10 books/periodicals	2 renewals
New Books	3 New Books	3 New Books	1 renewal if no holds

--Patrons may renew most materials up to 2 times online through their MYLS account, or by speaking with library circulation staff members in person or over the phone.

--Patrons may contact the MYLS directly to sign up to receive email notifications regarding their account, including:

- *reminder notices 3 days before items are due;
- *notification that requested items are available for pick-up;
- *notification that items are overdue.

--Overdue charges are:

- 10¢/day for books, periodicals, and CDs;
- \$2.00/day for DVDs.

--Patrons who owe fines and/or fees accumulated throughout the MYLS must pay these fines and/or fees in order to use any library services.

--Our staff will be asking you to pay any fines for late items and/or the cost of items not returned and considered lost.

--NO library employee may write off fines or fees without approval from the Board of trustees.

Adopted by the C. W. Clark Memorial Library Board of Trustees on October 16, 2018.