

**WALES PUBLIC LIBRARY**  
**BORROWERS POLICY**

Patrons are fully responsible for all materials borrowed in their names, are expected to return borrowed materials in time and to replace any materials lost, damaged or destroyed during the loan period. Parents or Guardians will be held responsible for materials borrowed by their minor children. Refer to the schedule of replacement cost, which follows. Renewals may be made in person or by phone. It is the patrons' responsibility to initiate renewals.

Books and audiotapes may be borrowed for three weeks and may be renewed for an additional three weeks. Further renewals will be at the discretion of the Library Staff. Tantasqua Junior and Senior High School summer reading books may not be renewed during the summer. Students may borrow from this list one book at a time to allow others to also access these materials.

Magazines may be borrowed for one week, and renewed once, for an additional week, but the three most recent issues may not be renewed.

Videotapes and DVDs may be borrowed for one week and may be renewed once.

Video tapes must be rewound. DVDs must be treated with care, as they are scratched very easily. There will be a fee charged for DVDs returned unusable, but repairable.

In-house repair - \$3.00. Should the disc be damaged beyond repair replacement cost will be incurred.

Library materials must be returned to the circulation desk during open hours. After hours books may be returned using the book return boxes placed near the front door and at the back of the building. Please refrain from placing video or audiotapes or DVDs in the return boxes. Materials obtained for you through interlibrary loan subject to the rules and regulations of the library owning the material and are circulated under those conditions. An overdue fine may be incurred, renewal decisions are made by the owning library.

Patrons with seriously overdue items will lose borrowing privileges until the materials are returned or the replacement costs are paid in full. Patrons who are continually in arrears will be limited to borrowing one item at a time.