**Circulation Policy**

**Adopted: 6/22/23**

**Revised: 7/23/2021**

**Library Hours:**

10:00 am – 5:00 pm Monday

10:00 am – 7:00 pm Tuesday & Wednesday

10:00 am – 4:00 pm Friday

9:30-11:30-second and fourth Saturday of the month

**Application for a card:**

* To receive a City of Tipton Municipal Library card, you must have a government issued photo ID.
* Patrons under the age of 18 must obtain a parent’s or legal guardian’s consent\* and must be at least 5 years in age, have completed kindergarten, and be able to write their name.\*The parent or legal guardian must be present and sign for responsibility of any material checked out from the library.
* **The library collections for patrons under age 18 are split into 4 sections. The “BB” are board books, intended for birth to 2 years old; the “E” collection, which is intended for ages 3 to 2nd grade; the “J” section which is intended for 3rd grade through 8th grade; and the “YA” collection which is intended for patrons in 9th grade and above. There may be some variation in the age appropriateness of each collection. The responsibility for materials used by minors’ rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these collections are allowed with the signed parental permissions on a minor’s library card form. Minors will be allowed checkouts from each library collection that has been approved with signed parental permission.**
* Patrons can become computer users by reading our internet policy agreement and signing the agreement on the application (parents or legal guardians must sign with any patron under the age of 16)

**Loan Period:**

The regular loan period of books, magazines, and all other library materials will be 2 weeks.

**Renewals:**

There is a maximum of two renewals. No book may be renewed if on reserve for another patron or if more than one week overdue.

**Limits:**

Audios, CDs, CD-Roms, and DVDs have a limitation of 3 per card. Books-three per library card or family member. More than three books may be checked out at the discretion of the library director.

**Fines:**

Patrons are responsible for the materials lent to them. Prompt return is expected of all items. Fines are 5 cents per day, per item. All fines at one household address must be paid before any other member of the household can check out items/or use the public computers on any card at that address.

**Overdues:**

Overdue materials must be returned before any additional materials can be checked out/or use of the public computers.

* Phone call/postcard 7 days overdue
* Postcard 14 days overdue
* 1st Letter 21 days overdue
* Last Letter 28 days overdue (Household member lose privileges until all items and fines are paid for or returned)
* City Marshal will be notified when materials are 88 days overdue (Moved to NO BOOK folder)

**Damage/Replacement:**

Patrons having library materials which are damaged while in their possession or not returned to the library will be charged the list price for the replacement of each individual title. Prompt payment of the fee is expected and must be paid before any further items can be checked out.