

Artesia Public Library Checkout Policy

Library Materials

- Most books, including audio books, are checked out for four (4) weeks.
- New books are checked out for two (2) weeks.
- Patrons are limited to twelve (12) items checked out per person at one time.
- DVDs are checked out for one (1) week, a limit of Five (5) titles per person.
- Audio-Visual equipment is checked out for one (1) week.
- DWI Awareness Course video "None for the road" is checked out for two (2) days for library users whose accounts are in good standing. It may also be viewed online using library computers.
- Materials borrowed from other libraries are checked out for two (2) weeks. The lending library determines when the items have to be returned and if they can be renewed.

Renewal policy

Patrons may renew materials in person, by phone, or by e-mail, subject to prior requests of other patrons for the materials. Items can be renewed once.

Reserve policy

Patrons may request materials that are already checked out, or items that have been ordered but have not yet been received by the library. Patrons will be notified when they become available. Materials not picked up after one (1) week will be returned to the shelf. Requests may be made through the library's catalog, in person, by phone, or by e-mail.

The following materials do not circulate

- Reference materials
- Microfilm and microfiche
- Genealogy materials
- Current periodical issues
- Southwest locked-case materials

Children's materials

Children's materials are subject to the general policy previously outlined.

Fines charged by the library

- Ten cents (\$.10) per item per day on overdue materials excluding days the library is closed.
- One dollar (\$1.00) per day for DWI Awareness Course video excluding days the library is closed.
- Fifty cents (\$.50) to replace missing or damaged barcode labels, barcode protectors, and spine label protectors.
- One dollar (\$1.00) to replace security tags.
- One dollar (\$1.00) to replace lost, stolen, or damaged library card if the library card is not expired.
- One dollar (\$1.00) to replace the plastic bag containing book/cd sets.
- Variable charges for damage to materials such as writing, drawing, highlighting, torn pages or any other type of damage are determined by the librarian based on condition.
- Twenty dollar \$20.00 fee for return checks.

Library cards

Parent/parents or legal guardians are responsible for fines and/or damaged materials incurred by their

children less than 18 years of age. Only a Parent/parents or legal guardian can sign a child's library card application.

Use your own library card

Do **not** loan your card to anyone else. Report lost or stolen cards to the library immediately. **You** are responsible for materials checked out on **your** library card!

Lost materials must be paid for:

The charge is based on the replacement cost of the item.

Refunds

Requests for refunds must be made within one week (5 business days) of the date the materials were paid for. Refunds will not be given after the one week deadline. Patrons may either keep the item(s) found or donate them back to the library.

Check out privileges will be suspended

When a person has an outstanding fine.