

CIRCULATION POLICIES

BOOKS, AUDIOS, VIDEOS, ETC:

1. Circulation of Wead Library materials and materials from CEFLS libraries:

Books:	28 days (7 or 14 days as marked)
Audios (CDs)	14 days
Videos (DVDs)	14 days (limit 2 at a time)
Magazines	14 days
Great Courses	28 days

ONE (1) renewal only, if no other requests - renewals are 14 days

NO renewal of 7 and 14 day books

2. Circulation of all other ILL materials:

Books:	14 days
Audios & Videos:	14 days

NO renewals of materials outside CEFLS

****Patron must have an adult card to check out "Great Courses"**

*****Overdue charges are \$2.00 per day for each video and 2 cents per day for all other materials.**

All damages to library materials beyond reasonable wear and all losses shall be made good to the satisfaction of the library director.

Each borrower is held responsible for all library materials drawn on his/her card and for all fines accruing on the same.

