

PRESCOTT VALLEY PUBLIC LIBRARY

BORROWING POLICY

- Your Library card is valid at all YLN Locations. You must provide your library card to check out or renew items. It is important to notify us as soon as possible if your card is lost or stolen, since you are responsible for all items checked out on your card.
- Up to 50 items may be checked out on your card at any given time. DVDs are limited to 10 per card. Video games and Cool Express Items are limited to 2 per card. The most current magazine issues and books with "Reference" labels are for use inside the library only and cannot be checked out.
- Items may be placed on hold if they are checked out or are located at another library. Holds may be placed through the catalog or in person at the library. There is a maximum of 50 active holds allowed per card. Items not found in the catalog may be requested through interlibrary loan, up to 6 at a time. When hold items are available for pick-up, you will be notified by your choice of email, phone, or text. Items will be held for 10 days.
- Items may be checked out for indicated loan periods and accrue the following fines when returned or renewed late:

Item	Loan Period	Overdue Fines	Grace Period	Renewable?	Place a Hold?
Video Games	1 Week	\$1.00 per day per item	3 days	No	Yes
Cool Express	1 Week	\$1.00 per day per item	No	No	No
Books, CDs, DVDs, Magazines	3 Weeks	\$0.20 per day per item	3 days	Yes	Yes
Interlibrary Loan Items	3 Weeks	\$1.00 per day per item	No	More Info	No
Kindle	3 Weeks	\$1.00 per day per item	No	No	
Hotspots	3 Weeks	\$1.00 per day	No	1 renewal	

Items borrowed from the library are expected to be returned on time and intact. Fees are assessed for items which are not returned, or are returned damaged or missing pieces. These fees are based on the cost to the library for repairing or replacing such items. The library does not accept used materials for replacement of lost or damaged items. There are certain terms under which a patron may purchase a replacement for a lost or damaged item but it is very important to first speak with library staff about the criteria that must be met.

NOTICE: When necessary, the library uses the services of a collection agency to retrieve overdue items and excessive overdue fines, which results in a \$15 penalty fee in addition to the fines/fees on your account.

Adopted: September 4th, 2018