

Fine and Loan Policy

Fines and Loans Overdue Fines: Books, Audio CD's, Periodicals, DVDs, and Games: These items generate lost item fees only. (See below)

Chromebooks: May only be checked out to patrons who are in good standing (no fines). The loan period for a Chromebook is 21 days with no renewals. There is a 1 week grace period on Chromebook checkouts.

- There is a \$200.00 replacement fee for the Chromebooks.
- Any damage to Chromebook keyboards or screens will result in a charge of \$200.00 the full replacement cost of the item.
- Loss of Library bags will result in a \$5.00 charge
- Loss of a power cord will result in a \$25.00 charge.

Non-Renewable Items: Patrons will have 60 days to return an item before it is considered lost and generates a replacement charge on the Patron card. As soon as an item is returned any replacement charges will be removed from their account.

Renewable Items: Patron will be given up to 120 days with an item if there are no holds to return the item before it is considered lost and generates a replacement charge on the Patron card.

Loan Periods: Books, Audio CD's and Periodicals: No more than 10 items per card will be loaned for 3 weeks. Items can be renewed for 1 additional three-week period. As soon as an item is returned any replacement charges will be removed from the patron account.

- DVDs: Will be loaned for 7 days. Only two (2) videos per card
- Games: Will be loaned for 7 days. Only two (2) games per card may be checked out.
- Chromebooks: Will be loaned for 21 days with no renewals. There is a 1 week grace period on Chromebook checkouts.

New books and books with reserves will not be renewed. If reserved books are not picked up within one week, the next person will be called.

Interlibrary Loan Books: Will be loaned for a loan period as designated by the owning library. Fines and lost item fees will be dictated by the owning library. DVDs: Will be loaned for 7 days. Only two (2) videos per card and two (2) games per card may be checked out. Library materials will not be loaned to patrons with overdue library materials or outstanding fines. Seneca Falls Library cannot forgive fines that come from other libraries in the system.

Out of System Interlibrary Loans: No more than 5 Interlibrary Loan requests per patron will be accepted at any one time. Patrons who abuse Interlibrary Loan privileges will forfeit those privileges. These loan periods, fines and lost item fees are designated by the owning library. Seneca Falls Library cannot forgive fines that come from other libraries in the system. Library materials will not be loaned to patrons with overdue library materials or outstanding fines.

History:

Approved by the Board of Trustees Dec. 17, 2018

Reviewed and readopted by the Board of Trustees on March 18, 2024