

## CIRCULATION POLICY

**HOURS:** Monday through Thursday—10am-8pm      Friday & Saturday—10am-5pm

**CHECK OUT TIME:** Materials may be checked out up to 15 minutes before closing. Public Internet computers are shut down 15 minutes before closing.

### SYSTEM CATALOG

To access the Chautauqua Cattaraugus Library System Catalog, visit our web page and click on SYSTEM CATALOG.

A PIN may be changed by accessing the System Catalog's My Account feature.

### LOAN PERIODS

Most materials circulate for three weeks.

Books on CD and DVDs circulate to patrons 18 years and older.

Popular fiction and periodicals circulate for one week.

The newest issue of a periodical does not circulate.

All DVDs circulate for one week to patrons 18 years and older.

We reserve the right to limit all borrowed material.

### LIMITS ON CERTAIN MATERIALS

DVDs— combination of 5 per family.      CDs—10      Books on CD—10

Children's holiday books in season—5 per family      Children's card – 5 items

### RENEWALS

Renewals may be requested in person or over the phone or can be completed online.

Please tell us your name and the title of the item to be renewed.

Most items may be renewed once unless they are reserved for another patron.

### BOOK RETURNS

Returned items should be put in the book drop at the Circulation Desk when the library is open.

The book drop outside the entrance may be used when the library is closed.

### RESERVES AND INTERLIBRARY LOANS

Items that the library system owns may be reserved at the front desk, on a card catalog computer or from home with a UserID (library card number) and PIN.

New materials that the library does not own may be requested at the Circulation Desk.

Materials that the library system does not own may be requested through Interlibrary Loan at the Circulation Desk for the fee of \$2.00.

The library will notify you by telephone when your reserved materials are available for pick-up.

### FINES

The fee for most overdue items is 5 cents per day.

The fee for overdue DVDs is \$1.00 per day.

The fee for replacing a lost library card is \$1.00.

Suspension of borrowing privileges will occur when fines reach \$10.00.

**\*\*ALL CHANGES OF PERSONAL INFORMATION MUST BE MADE IN PERSON WITH APPROPRIATE ID\*\***

**ONLY WATER TO DRINK PERMITTED IN THE LIBRARY**

January 2016