

**KELLEY LIBRARY
CIRCULATION POLICIES**

Materials circulate via the Circulation Desk on the upper level and the Children’s Room Desk in the Edward V. Reed Children’s Room on the lower level.

Loan Periods, Limits, Renewals, Holds, Late Fines, and Grace Day

Material type	Loan Period	Limit	Renewals	Holds	Extended Use Charge
Adult print materials	4 weeks	None	1	Yes	\$.15
Adult Audio-books	4 weeks	None	1	Yes	\$.15
Adult Music CDs	4 weeks	None	1	Yes	\$.15
Adult DVDs/Blu-Rays	4 weeks	None	1	Yes	\$.15
Adult New Fiction, New LP Fiction, New Audiobooks	2 weeks	None	3	Yes	\$.15
Adult New DVDs/Blu-Rays	1 week	5	1	Yes	\$.15
Adult Video Games	1 week	5	No	Yes	\$.15
Adult Cool Stuff- replacement cost \$100+	1 week	1	1	Yes	\$.50
Adult Cool Stuff- replacement cost under \$100	1 week	1	1	Yes	\$.50
Laptops & Chrome Books	1 week	1	No	No	\$1.00
Museum Passes	1 day	1	No	Yes	None
Children’s print materials	4 weeks	None	1	Yes	None
Children’s Audio-books	4 weeks	None	1	Yes	None
Children’s Music CDs	4 weeks	None	1	Yes	None
Children’s DVDs/Blu-Rays	4 weeks	None	1	Yes	None
Children’s Computer Games	4 weeks	None	1	Yes	None
Children’s New DVDs/Blu-Rays,	1 week	5	1	Yes	\$.15
Children’s Cool Stuff- replacement cost \$100+	1 week	1	No	No	\$.50
Children’s Cool Stuff- replacement cost under \$100	1 week	1*	No	No	\$.50

Exceptions

- *There is no limit to Action Figures, AG Doll Accessories, and other small items.
- The Grace Day provides one fine-free day when an item is returned or renewed after the due date.

Overdues, Reminder Notices & Bills –

In order to make materials available to as many library users as possible, overdue notices are sent to patrons on the following schedule:

Prereminder 3 days before due date

**Extended Use Charge notice at 7 days overdue
Final Notice/ Bill at 33 days later**

Maximum Late Fee: \$2.00 for new DVDs and videogames, \$2.00 for Adult and Children's Cool Stuff items with a replacement cost under \$100 and \$20.00 for items with a replacement cost over \$100, and \$2.00 all other materials

CIRCULATION POLICY ADOPTED BY KELLEY LIBRARY BOARD OF TRUSTEES

April 16, 2009

Revised April 21, 2015

Revised May 30, 2017

Revised and approved February 11, 2019

Revised and approved Dec 15, 2020

Revised and approved Jan 11, 2021

Revised and approved September 2021

Revised and approved June 27, 2022