

**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 | No | Yes | \$.15 |
| Adult Video Games | 1 week | 5 | No | Yes | \$.15 |
| Adult Cool Stuff | 1 week | 5 | No | Yes | \$.15 |
| 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 | No | Yes | \$.15 |
| Children’s Action Figures, AG doll accessories | 1 week | 5 | No | No | \$.50** |
| Children’s Launchpads | 1 week | 1 | No | No | \$1.00** |
| Children’s American Girl Doll | 1 week | 1 | No | No | \$1.00 ** |

Exceptions

- * Children’s Room extended use charge. If an item goes to billing, a \$2.00 per item extended use charge will be assessed.
- ** Children’s Room Cool Stuff items have billing fees of \$5.00 - \$25.00 depending on cost of item. Ask when checking out.
- 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, \$5.00 - \$25.00 for Children’s Cool Stuff, 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 January 11, 2021

Revised and approved September 2021