

**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	\$.50
Adult Video Games	1 week	5	No	Yes	\$.50
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	1	Yes	\$.50
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 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:** \$5.00 for new DVDs and videogames, \$5.00 - \$25.00 for Children’s Cool Stuff, and \$2.00 all other materials

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