

CEDAR FALLS PUBLIC LIBRARY
Circulation Policy

Check-out period for library materials is calculated on calendar days.

Books, books on CD, Playaways, E-readers, music CDs: 3 weeks with 3 weeks renewal.

Magazines: 1 week with 1 week renewal

DVDs: 1 week with 1 week renewal.

Express Books: 1 week with no renewal and may not be reserved.

Express DVDs: 3 days with no renewal and may not be reserved.

Video Games: 1 week with 1 week renewal.

Garden Tools: 1 week with 1 week renewal

Ukulele: 3 weeks with 3 weeks renewal

Materials may be renewed two times in person, over the telephone, or on-line unless the material is reserved for another person.

There is no general limit to the number of materials that can be checked out, with the following exceptions: DVDs are limited to 10 per patron; Playaway Views are limited to 3 per patron; Playaway Launchpads are limited to 2 per patron. Hoopla Downloads are limited to 3 per month, video games and E-readers are limited to 3 per patron. At staff discretion, limits may apply to seasonal materials.

Materials can be reserved in person, over the telephone, or on-line. Reserved items will be held for the patron for 3 days.

Addendum:

Laptops and iPads are to be used in the library only. They cannot be removed from the library building.

Borrowers must have a Cedar Falls Public Library adult library card. Laptops and iPads are checked out to the cardholder, and become the responsibility of the borrower.

Laptops and iPads are checked out for four hours per day, and are not renewable. Overdue fines are \$5.00 per hour.

The Library's Public Access Computer Policy applies to all laptop and iPad usage.

Approved by Library Board of Trustees as revised 5/6/15

*Previously revised: 6/5/13, 8/1/12, 4/4/12, 1/4/12, 4/6/11; 11/5/14, 7/2/14
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