

## **Cedar Falls Public Library CIRCULATION POLICY**

To check out materials, reserve items, or access your account, you must have your library card, photo ID, or account number.

Checkout period for library materials is based on days of operation.

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

Materials can be reserved in person, over the telephone, or online. Reserved items will be held for the patron for 5 days.

Reserved items can only be checked out to the card number it was reserved under.

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

Laptops are checked out for four hours per day and are not renewable.

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

### **FINES AND FEES**

The borrower is responsible for lost or damaged material. Fees for damaged materials are determined by the department head.

The library charges overdue fines only for high-demand, non-traditional materials as follows: GoPro Cameras: \$5 per day

Hotspots: \$5 per day

Laptops/tablets: \$5 per hour

Musical Instruments: \$5 per day

Button-maker: \$5 per day

### **EXTENDED LOANS**

Non-express materials can be checked out for an extended loan period approved at the service desks under certain circumstances, such as vacations or special programs.

Extended loan periods are also available for materials checked out on Educator Cards, Institutional cards, or for homebound patrons.

A complete list of Collaborative Laboratory (Co-Lab) fees is available on the Co-Lab web page and at the reference desk. Prices for consumables for the Library of Things are listed on the Library of Things webpage.

Addendum to Circulation Policy approved 04/07/2010; Revised: 07/02/2014, 02/06/2019, 12/04/2019

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