

Whitehall Free Library Circulation Policy

Library Materials Checkout Policy:

- There is no limit to the amount of books checked out at any given time.
- Only 2 of Whitehall Free Library's DVDs may be checked out at any given time.
- Books are checked out for two weeks.
- DVDs are checked out for two days.

Renewal Policy:

- Patrons may renew materials by phone or in person subject to prior requests of other patrons for the materials and on extenuating circumstances.
- Most items have a renewal limit of two.

Fines Charged by the Library:

- \$.10 per book per day on overdue books, excluding days the library is closed.
- \$1.00 per DVD per day on overdue DVDs, excluding days the library is closed.
- Variable charges for damages such as writing, drawing or scribbling in a book, torn or otherwise damaged materials are determined by the staff based on condition.

Lost Materials must be paid for:

- The charge is based on the replacement cost of the item.

Check out privileges will be suspended when:

- A patron incurs an outstanding fine or replacement cost of \$3.00 or more.