Circulation Policy

A. Registration  Rural residents of the Sedro Woolley School District (outside the city limits of Sedro Woolley) are eligible to register for free library cards. Valid identification required includes a driver's license, student ID, passport or other official ID plus a recent billing showing current address.

Applicants under 14 years of age must have a parent or guardian sign consent on the application form.

Non-residents will be required to pay $40 for a library card.

B. Lost or forgotten cards  If a patron loses his/her library card there is a replacement fee of $1. Patrons are expected to have the cards with them in order to check out items.

C. Loan periods
   1) Books, audiobooks, periodicals: three weeks with one renewal possible.
   2) DVDs: 1 week with one renewal. Limit 3 DVDs per card.
   3) Interlibrary loans: loan period determined by the lending library. $3 charge per item for postage.
   4) Maximum number of items allowed per card is 30.

The Director may establish loan periods for special collections and materials temporarily in great demand.

D. Reserves  Holds on items may be placed by patrons in person, online, or over the phone. Patrons will be notified by email, mail, or phone when the item(s) become available.

E. Fines and charges
   1) Overdue notices will be sent when item(s) are 3 weeks overdue.
   2) Bills will be sent when item(s) are 6 weeks overdue.

No fines will be charged for overdue materials or for minimal damage to items.

Patrons are expected to reimburse the library, or to replace, all lost or badly damaged items.

Adopted:  February 19, 2015

[Signatures]

Trustee

Trustee