



# Carbon County Library System

## Circulation Policy

The purpose of this policy is to establish the circulation rules of the library collection, in order to share resources equitably among patrons of the Carbon County Library System.

### Total Checkouts

Each Resident Card may have up to 50 items checked out at one time, including a maximum of 10 DVDs and 10 CDs.

Refer to the CCLS Library Card Policy for different card privileges and exclusions.

Refer to the Saratoga Branch Telescope Borrowing Agreement for more information regarding telescope circulation rules.

### Item Loan Periods

ITEM	LOAN PERIOD	RENEWALS	MAX LOAN PER CARD
DVDs, Video Games, CD Music	7 days	3 Renewals	10 items max
Board Games	14 days	2 Renewals	3 items max
Equipment (Includes Pressure Cuffs)	14 days	2 Renewals	1 item max
Kits (Includes STEM, Cake pans)	21 days	1 Renewal	1 items max
Books, Audiobooks, Playaways (All Genres)	21 days	3 Renewals	Varies
Special Items (Includes Telescopes)	7 days	No Renewals	1 item max
Inter-Library Loan Materials	Varies	Varies	Varies

### Renewals

An item may be renewed either by phone, email, or in person if there are no holds placed on that item.

Patrons may renew an item at any Carbon County Library System branch, regardless of where the item was initially checked out.

Some materials are for in-library use only and cannot be loaned.

### Fines, Fees and Abuse of Privileges

The library may impose such penalties as it deems necessary in order to assure fair use of its services or to ensure the return of borrowed materials and payment of outstanding fines. Failure to return materials will result in the loss of borrowing privileges until the materials are returned.

Patrons are responsible for all costs of damaged and lost materials. A new copy of the item, in the same version as the original (i.e: a hardcover book may not be replaced with a paperback) may be given to the CCLS in lieu of replacement costs, though a five dollar processing fee still applies. The Library Director and their designees have the authority to reduce or forgive fines and fees.

**After 60 days, overdue items are assumed lost and patrons will be billed for the cost of the item.**