



710 Main Street Murray, KY 42071 | (270) 753-2288

## **CHECK OUT POLICY**

Before you may check out materials from the library, you must have a library card. You may apply for a card, in person, at the library if you are at 18 years or older. For those under 18, you can apply with your parent or legal guardian present.

### **Library Card Application Procedure**

(Last updated - 6/23/14)

In order to receive a library card, patrons must fill out an application at the library. The application consists of the patron's name, home address, phone number, and signature. A driver's license or state identification card is required and a copy must be kept on file along with the application.

Children under 18 require the consent of a Responsible Party, who must be present upon application and who must provide full contact information (Full Name, Permanent Address, and Phone Number), a photocopy of their State-Issued Photo ID, and their signature accepting responsibility of the Junior Patron account.

### **Checking Out Materials**

When you first receive your library card, you are allowed to check out TWO books ONLY. This means NO DVDs or CDs on your first checkout. Once your books are returned, you are then able to check out as many books as desired as well as video and audio material.

### **Books and Magazines**

Books circulate for 14 days. When a book has been checked out past 14 days, it is considered overdue. Overdue books carry a fine of \$.05/day. Books can be renewed once for 14 more days from the renewal date. However, books that are on hold cannot be renewed.

### **DVD's and Blu-rays**

Only adults (18 or older) may check out movies. Patrons are limited to three movies maximum. DVD's and Blu-rays circulate for 3 days, after which there is a fine of \$2.00/day for each movie that is overdue. DVD's/Blu-rays may not be renewed.

## CHECK OUT POLICY (Continued)

### **Music CD's and Audio Books**

Music CD's may be checked out for 14 days and cannot be renewed. You are allowed to checkout up to six CD's. Audio books/books on CD may also be checked out for 14 days but cannot be renewed due to high demand and is limited to three.

### **Check-Out Policies**

**Books:** Patrons may check out up to 100 books at one time. The lending period for books is 14 days. Books that are not on hold for other patrons may be renewed one time for a period of 14 days. Renewals can be done in person or by calling the circulation desk. Books that are not returned on time accrue fines at the rate of five cents per day.

Patrons will be notified when their book on hold arrives at the library. Holds will be kept for three days after the initial contact; any holds not picked up within that time frame will be re-shelved or checked out to the next patron on the hold list.

**Magazines:** Patrons may check out up to six magazines at a time. Magazines are loaned for a period of 14 days and may not be renewed or put on hold. Magazines that are not returned on time accrue fines at the rate of five cents per day.

**Music CDs:** Patrons may check out up to six music CDs at a time. CDs are loaned for a period of 14 days and may not be renewed. CDs that are not returned on time accrue fines at the rate of five cents per day.

**DVDs and Blu-Rays:** Adult patrons may check out up to three DVDs or Blu-Rays (or a combination of both adding up to a total of three items) at one time. The lending period for DVDs and Blu-Rays is three days. DVDs and Blu-Rays that are not returned on time accrue fines at the rate of two dollars per day.

**Lease Audio Books:** Patrons may check out up to three Lease Audio Books at one time. The lending period for Lease Audio Books is 14 days. Lease Audio Books may not be renewed or put on hold, and late fees accrue at the rate of five cents per day. By checking out a Lease Audio Book, patrons accept full responsibility for paying to replace any lost or damaged items.

**E-Readers:** Adult patrons may check out one e-Reader for a period of 21 days. E-Readers will be inspected when they are checked out and checked in, and patrons must sign a contract making them responsible for any lost or damaged items. Late e-Readers accrue fines of five dollars per day. E-Readers MAY NOT be returned in any CCPL book-drop. If an e-Reader is found in a book-drop, the appropriate account will be charged a fine of 20 dollars, and be blocked for one month.

Items returned to the library must have been checked in for at least 24 hours before being loaned to a patron within the same household.