**CIRCULATION POLICY**

Materials available to patrons for check out at Sullivan County Public Library locations are as follows:

1. Check out time for books, audiobooks, music CDs, and magazines is three weeks renewable for threeweeks. (Item Limit: 75 – Hold Limit: Seven Days)
2. Check out time for movies is seven days renewable for seven days. Patron must be 18 years old to checkout. (Item Limit: 5 – Hold Limit: 24 Hours)
3. Check out time for mobile hotspot is seven days renewable for seven days. Patron must be 18 years old to checkout. Mobile hotspots must be returned to the library that they are checked out from. (Item Limit: 1 – Hold Limit: 24 Hours)

Patrons may request to have their user profile changed to a different status, such as teacher or homebound. These profiles allow for checkout times to be extended (excluding mobile hotspots). Materials are only able to be renewed if there are no holds on the item.

Materials that are not circulated and cannot be removed from the Library are as follows:

1. Reference materials
2. Materials housed in the Genealogy Department, such as books, microfilm, etc.
3. All documents placed in the Library for public viewing, such as mine maps and permits, air quality permits, newspapers, etc.

The following rules will apply regarding overdue items:

1. No fines or fees will be charged for late returned print materials, movies, or audiobooks. Mobile hotspots will incur a $1 per day late fee. Patron accounts will be blocked if amount owed is $5 or more.
   1. Patrons who return mobile hotspots three days late or more for three consecutive checkouts will have their mobile hotspot borrowing privileges suspended for six weeks.
2. Patrons are allowed a 14-day grace period after the due date before their borrowing privileges are suspended. Items unreturned at 60 days past the due date will be assumed lost and then billed to the patron’s account.
3. If an item is lost or damaged, the patron must pay for the replacement cost of the item before borrowing privileges are returned. Damage to a movie or audiobook case will result in a $5 reprocessing fee per case.
4. Failure to return Library materials may result in the account being sent to a collection agency. The patron will then also be responsible for a $10 processing fee.
5. Parents/guardians are responsible for any fines, fees, and/or damaged materials checked out by juvenile patrons (under 18 years old).