

## Circulation Policy

- New Fiction & Non Fiction books are shelved in the New Book section and circulate for two weeks.
- Fiction and Non Fiction circulate for four weeks.
- Children's Holiday books circulate for two weeks.
- Children's Fiction & Non Fiction books circulate for four weeks
- DVDS circulate for one week.
- Multiple disc DVDS circulate for two weeks.
- BOOKS on CD circulate for four weeks
- Language CDs circulate for four weeks
- BOARD Games circulate for four weeks. Must be returned to desk
- HOT SPOTS circulate for two weeks. Must be returned to desk

**HotSpots** may be renewed two (2) times, if there aren't any Holds

- Nintendo SWITCH Games circulate for two weeks. Must be returned to desk.
- Magazines circulate one week
- Music CDs circulate one week
- Museum Passes circulate for four days, NO renewals. Must be returned to desk.

With the exception of HOT SPOTS, & Museum Passes, all items may be renewed once, if there are no HOLDS on them. Eligible items will renew automatically. Additionally, eligible items may be renewed at the library, by phone or online. Items (except for those with specific restrictions) may be returned to any library in the Mid-Hudson Library System.

**Fine Policy** Overdue fines are assessed for items returned past their due date to encourage library users to return materials so they are available for other users. Fines and fees for items checked out at the Putnam Valley Library are as follows

**Hot Spots** The overdue fine is \$1.00 per day or any part of a day. Failure to return the item within two weeks of the due date shall incur the full cost of the item as well as a freeze on the borrower's Mid-Hudson Library System account. Failure to return the item within two weeks will also cause the device to be deactivated. The replacement cost of any item may be provided by request upon borrowing it.

### **Nintendo Switch Games**

The overdue fine is \$1.00 per day. Failure to return the item within two weeks of the due date shall incur the full cost of the item as well as a freeze on the borrower's Mid-Hudson Library System account.

**Museum Passes** The overdue fine is \$1.00 per day. Failure to return the item within two weeks of the due date shall incur the full cost of the item as well as a freeze on the borrower's Mid-Hudson Library System account.

There is a \$25 fee if these items are returned to the book drop, or to another Library.

Borrowing library materials requires a verified library account in good standing. A library account in good standing is one that is not expired, is not “stopped” by this or any other library, and does not have a charge of over \$10 in fines or fees.

Accounts will be “stopped” when a patron has bills and/or fines of over \$10. Fines and fees may be paid at any Mid-Hudson Library or on-line. A “Stopped” card may not be used unless materials are returned and fines and fees paid.

**Fees:**

Lost library card, \$1.50 replacement fee

Lost or damaged items are assessed at their replacement costs. The replacement cost is nonrefundable.

Rules and lending policies of the Mid-Hudson library system also apply to materials borrowed through the Putnam Valley Materials borrowed from other libraries may have different loan periods.