

## WAKEENEY PUBLIC LIBRARY

### GENERAL LENDING POLICY

Patrons must register as a borrower before materials may be loaned. The signature on the registration indicates agreement to abide by all Wakeeney Public Library policies. Applicants under age 14 must have a parent's signature on the registration.

Appropriate Library behavior is expected and will be enforced.

### CHECKOUT LIMITS

2 ITEMS on the first checkout

After the first two items have been returned, patrons may check out up to:

10 ITEMS TOTAL – which can include any combination of:

- Books, audiobooks, puzzles or games for 2 weeks (for no more than 3 renewals)
- “New” books (no more than 2 at a time) for 2 weeks (no renewal if book is on a “reserve” list)
- Magazines (no more than 5 at a time) for 2 weeks (1 renewal)
- DVDs (no more than 2 at a time) for 1 week (no renewal) TV shows with more than 2 DVDs will be checked out in groups of 2 or 3 at a time.
- MiFi Devices – 7-day checkout per household (no renewal—device must be returned and rechecked out if not already on a reserve list.)
- An E-Reader may be checked out for 2 weeks (1 renewal)
- A Tablet may be checked out for use inside the library only.

Non-circulating materials marked “Library Use Only” must remain in the Library.

### FINES

.05 per day per item for overdue books, audiobooks, magazines, puzzles, and games

\$1.00 per day per item for overdue DVDs and Blu-Rays

\$5.00 per day for overdue E-readers up to a replacement cost of \$139.00

\$3.00 per day for overdue MiFi Devices.

In addition, when a MiFi Device is not returned on time:

- The device will be deactivated.
- Repeated late returns will result in the loss of MiFi borrowing privileges for any and all members of the household.

**DVD'S and BLU-RAYS MUST BE RETURNED TO THE CIRCULATION DESK IN THE LIBRARY.**

**THERE WILL BE A \$2.00 FINE IF PLACED IN THE BOOK DROP.**

A REPLACEMENT FEE (based on actual item cost) will be charged for lost or damaged books.

MiFi REPLACEMENT FEES: for Devices that are Lost/Broken/Stolen:  
\$100 for the MiFi device    \$10 for the charger    \$10 for the container

PATRONS OWING \$10.00 OR MORE MAY NOT CHECK OUT ITEMS OR USE LIBRARY COMPUTERS

UNTIL AT LEAST 50% OF THE FINE BALANCE IS PAID.

Rev. 2-10-20

Rev. 7-11-22

Rev. 2-12-24