

## Circulation Rules

Jul 2018

### To Join:

- 1 Show photo ID with current address (or driver's license w/ previous address and utility bill or lease with present address, P.O. Box is not sufficient.)
- 2 Fill out registration card and sign back. Point out email newsletter check boxes.
- 3 Library card and key chain card are mailed.
- 4 Patron may take out 3 items on the first day. They must wait until the cards arrive in the mail.

**NO FEE THE FIRST TIME THE LIBRARY CARD IS REPLACED. \$3 FOR ADDITIONAL CARDS. For replacement cards, give patron both cards, we no longer mail these (unless there is an address change).**

**Out of State yearly fee \$450 – one card per family, access to all RCLS libraries**

**Out of State yearly fee \$250 – Palisades Library only, local access**

### Materials, Limits, Fines

New Adult & YA Books	14 days, 1 renewal	\$.10 day - \$10 max
	21 days, 1 renewal/no holds (max 2)	\$.10 day - \$10 max
Adult & YA Books	28 days, 1 renewal	\$.10 day - \$10 max
Juvenile Books	28 days, 1 renewal	\$.05 day - \$10 max
Periodicals	7 days, 1 renewal	\$.10 day/mag cost
New DVDs (max 3)	3 nights/4 days, local holds, no renewals	\$1 day - \$10 max
Adult DVDs (max 7)	7 days, 1 renewal	\$.25 day - \$5 max
Doc/Foreign DVD (max 7)	7 days, 1 renewal	\$.25 day - \$5 max
YA DVDs (max 7)	7 days, 1 renewal	\$.25 day - \$5 max
TV Series (max 3)	14 days, 1 renewal	\$.25 day - \$5 max
Juvenile DVDs (max 7)	7 days, 1 renewal	\$.25 day - \$5 max
New Books on CD (max 3)	14 days, 1 renewal	\$.10 day - \$10 max
Books on CD (max 3)	28 days, 1 renewal	\$.10 day - \$10 max
Museum Pass (max 1, Various replace fees)	7 days, No renewal	\$10 day - \$20 max
XBox/PS4 (max 2)	7 days, 1 renewal	\$1 day - \$10 max
Nook* (max 1, \$99 replace) (Palisades patrons only)	21 days, 1 renewal	\$2 day - \$20 max

**Copies/Prints** (letter/legal): \$.10/pg black/ \$.25/pg color; (11x17): \$.20/pg black, \$.50/pg color ; double sided 2x cost

**Faxing:** \$.20 to send (incl cover), \$.10 per page for received fax.

**\$2.00 Fine** for Oversize books returned in book drop.

**NO processing charges** for lost items.

**Phone Calls:** Free, local only