

CIRCULATION POLICY

1. All circulating library materials, with the exception of video cassettes and DVDs, will be loaned for two weeks unless other arrangements are made.
2. Unless another patron is waiting for them, books may be renewed twice
3. Video cassettes and DVDs are loaned for one week and may not be returned in the book drop. They must be returned to the circulation desk because of possible damage. DVDs may be renewed only once.
4. Patrons are encouraged to use the library's conscience jar for optional overdue fines.
5. Overdue notification will be made as follows:
 - a. The KOHA system will send a message to the individual, warning them that their items are about to become overdue. It will follow that with two overdue notices. If the individual has not provided an e-mail address, library staff will make up to two calls about the overdue materials.
 - b. No books may be taken out until the overdue materials are returned.
 - c. After two calls or letters, a final letter will be sent advising the borrower that if library materials are not returned, the Lancaster Police Department will be asked to collect the items.
6. Library equipment with the exception of the telescope will remain within the custody of the library personnel to insure their care and longevity and will not be loaned for use outside the building.

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