

NAPLES LIBRARY LENDING RULES

Retrieval of library materials is important to the security of the Naples Public Library's collection and to ensure that library materials are available to all interested library users.

Overdue books and materials are subject to the following fine schedule for days in which the library is open.

All circulating books, compact discs, and magazines – \$.10 per day

DVDs – \$1.00 per day

Inter-library loan – \$.10 per day

Books lost or damaged while on inter-library loan will be charged for in accordance with the library from which the materials were sent. The maximum fine for overdue items is \$5.00 per item. The Naples Library sends overdue notices to request the return of past due items.

Borrowers who damage materials will be charged for the repair of the damage, not to exceed the replacement cost of the item. Staff time and materials will be taken in consideration in determining the charge for repair. Borrowers who lose or damage materials beyond repair will be charged for the replacement of the lost or damaged item. The charge will be the price listed in the current source. If the item is no longer in print, the charge will be what a replacement of the same type will cost. Damaged items which are paid for by borrowers remain the property of the library.

Non-Resident Borrowing – Out-of-System cards are available at no charge to the patron. Same rules apply as local residential borrowers.

Photocopies are made by the library staff for \$.10 per side for black and white copies and \$.25 per side for color copies

BORROWING PRIVILEGES

Borrowers are considered delinquent and will be denied borrowing privileges if they have overdue items, unpaid fines totaling \$5.00, have returned damaged materials for which payment has not been made, or have been billed for overdue items.

LOAN PERIODS

Books, magazines (except current issue), and CDs ...3 weeks

Audiobooks ...3 weeks

DVDs...1 week

Video Games...1 week

New DVDs ...3 days

New Fiction ...1 week The latest weekly or monthly issues of magazines and Newspapers (current week) do not circulate.

Reference books do not circulate.

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