

## Circulation Policy

Books are loaned for two weeks. Books may be rechecked for an additional two weeks. This does not apply to new books, or in demand books, these will have a one-week return date.

Overdue materials will be assessed a fine of ten cents (\$.10) per day per book, up to up to the cost of the book for replacement.

When books are checked out and returned, they will be checked and if torn, cut, marked on or in any other way damaged you will be asked to pay for the book.

Reference books do not circulate and must remain in the library building.

Materials not available in the Gleason Memorial Library can be requested on interlibrary loan. Every effort will be made to secure the material requested by the patron. You may be asked to pay the postage for the requested material.

Patrons are asked not to shelve the books. Leave books on the work area desk.

Parents and/or guardians will have the sole responsibility of suitable material selection for minors. The library holds no responsibility for minors selecting their own material.

Use of the library or its services may be denied for due cause. Due cause may be defined as, but not limited to: failure to return books, failure to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable behavior. Parents and/or guardians are responsible for book returns and fines of their children (minors). Parents and children will be denied library services until fines or other offenses have been resolved.

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