George H. & Laura E. Brown Library
Circulation Services

Library Card

- Children under age 18 need to have a parent or legal guardian's signature to receive a library card.
- An applicant should provide a picture identification which shows their current, local mailing address.
- Library users must present their library card to check out materials.
- Lost or damaged cards cost $5 to replace.
- It is the responsibility of the library users to notify the library of any change of address or lost or stolen cards.

Borrow/Renew Items

- Most items check out for 3 weeks with the exception of DVD and reference items. Check out for these items are 7 days if there is a long list of requests. An item may be renewed twice.
- If an item is not on the shelf, borrowers may place a hold.
- Borrowers will be notified when the item is available.
- Borrowers must have a valid card in order to place a hold on a book.

Reserve/Hold Items

- If an item a customer wants is checked out, the item may be reserved by placing it on hold in the computer.

Items for Check Out

- Books and audiobooks are due three weeks from the day checked out.
- DVD's are checked out for seven days. Persons must be at least 18 years old to check out DVD's and have an adult library/borrower's card. There is a limit of seven (7) per card.
Overdue Notices

Notices are emailed approximately one week after materials are due. Subsequently second and final notices are sent.

- Customers with email addresses will also receive a 3 day pre-overdue notice.

- Fines for overdue materials other than DVD's and audiobooks are twenty-five cents (.25) a day per item. There is no grace period.

- Fines for DVD's and audiobooks are $1.00 a day per item.

- Failure to receive a notice will not eliminate fines. It is the borrower's responsibility to return materials on time and to provide notification of address changes.

- Materials returned late to an outside book return box will be charged the normal fines. The book drop is emptied twice daily. Items placed in the book drop after 3 p.m. will be considered as returned on the next business day. Fines are not assessed for holidays and closed dates.