

Circulation Policy

The policies and procedures on circulation of materials are determined and revised as necessary by the library staff. Policies listed herein will be clarified by the [Circulation Procedures](#) document.

All materials except reference materials, current magazines, feature movies, games, equipment and special collection materials may be checked out on any valid library card for three weeks. All materials except movies and games are loaned free. Feature movies, games, and equipment may be checked out for one week. Materials may be renewed, as long as they are not in demand.

There is no restriction on the number of materials that may be checked out except those in high demand and informational DVDs which have a limit of 5.

Materials that are in circulation may be reserved by a patron and will be held according to the Reserve Guidelines.

Books, movies, audios and CDs will be loaned to other libraries through Interlibrary Loan procedures. Bacon Library will also borrow books, movies, audios and CDs from other libraries to be delivered to patrons at our library, in accordance with the Interlibrary Loan procedures.

Overdue items go into “lost” status after two weeks. Patrons with one or more lost items on their accounts are blocked from checking out any additional items until the lost items are either paid for or returned.

Damaged materials may incur charges at the librarian’s discretion.