

# **POLICY MANUAL**

## **Fallon County Library Baker MT**

### **Circulation Policy**

1. Print books have a checkout period of 28 days, with one renewal.
2. Audio books have a checkout period of 28 days, with one renewal.
3. DVD's have a checkout period of 28 days, with one renewal.
4. Newspapers do not circulate.
5. Baker High School yearbooks do not circulate.
6. Montana Section books so designated do not circulate.

Patrons are allowed unlimited checkouts as long as they are a patron in good standing. If patron is delinquent they will be placed on restricted status at the discretion of the Library Director or Staff.

New patrons are restricted to three (3) print books, two (2) CD's, and two (2) DVD's at a time until they have been a patron in good standing for six (6) months. At this time, they will be able to have unlimited checkouts like all other patrons. A patron may only check out materials under his or her own name, unless previous arrangements have been made.

**Reviewed/Approved:**                    **12/12/2017**