

*Tulare Public Library Policy (updated August 15, 2018)*

## **2.1 Check-Out Policy**

Patrons may have 25 items checked-out at one time. Patrons are financially responsible for all items checked out on their card. Fees will be applied for lost, damaged, or late items and any processing which may result.

Standard check-out lengths and limits:

### **3 weeks:**

Books (3 per subject): 2 Renewals, 3 weeks each  
Books on CD (10 per card): 2 Renewals, 3 weeks each  
Music CDs (15 per card): 2 Renewals, 3 weeks each  
Language Collection (3 per card): 2 Renewals, 3 weeks each  
Adult Literacy Kits (3 per card): No Renewals  
Encyclopedias: 2 Renewals, 3 weeks each

### **2 weeks:**

Video Games (3 per card): 1 Renewal for 1 week.

### **1 week (unless otherwise noted):**

DVDs (15 per card): 2 Renewals, 1 week each  
Magazines (15 per card) 2 Renewals, 1 week each

### **Library Use Only:**

Reference Books

Yearbooks

Flash Drives (1 per card – Limited supplies; first come, first served)

Headphones (1 per card – Limited supplies; first come, first served)

Laptops (1 per card – Limited supplies; first come, first served | Additional rules: Customers must be 18 & over; sign a *Laptop User Agreement Form*; and, their card must be free of all fines)

Everyone must have their library card with them to check-out any library materials. Family members may check-out for one another; they must have their relative's card at check-out and verify name and address information on the library record. Patrons may check-out once a year without their card (must have another form of ID); this will be noted on their account.

Items may be renewed 2 times (unless otherwise noted above), in person, over the phone, or online. Items may not be renewed if the item has been requested by another patron. Items checked out from other libraries are subject to their loan rules and renewal policies. DVDs labeled "NR" (not rated) or "R" (restricted) will not be checked-out to minors (under 17) without a parent/guardian present. Accounts owing more than \$10.00 will not be allowed to check-out.