



## **Lending Policy**

### **Overdues and Bills**

Our primary interest is in having library materials returned by their due date. All items may be checked out for three weeks. Patrons may have up to 30 items checked out at any time. All items may be renewed once for an additional 3 weeks if no holds have been placed on that item. A second renewal on older FCL items may be requested in person or on the phone.

If an item is more than 20 days overdue, it becomes billed and replacement charges are automatically added to your account. Staff are not permitted to checkout or renew items on your account until billed items are returned or paid for.

In an effort to remind you to more quickly return your overdue materials, we use the following procedures:

- If you have given us an email address, you will be notified three days before the item is due and also when the item is overdue.
- You will be asked at checkout if you would like a receipt with your due date(s).
- After 20 days past the due date, you will be sent a bill to cover the cost of replacement.

FCL does not charge late fees on any items.

### **Lost or Damaged**

While we understand accidents happen, full replacement will be charged for lost or damaged library materials. Replacement copies cannot be accepted. Patrons with outstanding fees will not be allowed to take out more materials until fees are collected.

If you have an interlibrary loan item that is lost or damaged, please ask to speak with Kim McClelland, Lending Services Librarian.