

Purpose: The purpose of this policy is to provide consistent expectations of all patrons and ensure access of materials to the greatest number of patrons.

All patrons of the Baudette Public Library are expected to follow these expectations:

1. A valid library card must be presented in order to borrow materials.
2. Materials are loaned according to the following schedule:
 - a. **Initial check out**
 - Books, audio books – 2 weeks
 - New books, children’s materials – 2 weeks
 - DVDs – 2 days
 - I pads – 1 week at the most by a club or business
 - Projector – 1 week at the most by a club or business
 - Screen – 1 week at the most by a club or business
 - Life Jacket – 1 week at the most
 - Fishing Pole/Tackle – 1 week at the most
 - b. **Renewal**
 - Books, audio books, children’s materials – 2 weeks
 - DVDs – 1 week
 - New books – 1 week
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3. There is no limit on the number of items a library card holder may borrow, except:
 - a. Children’s books - twelve
 - b. DVDs - six
 - c.
4. Materials may be renewed once if they are not on hold for someone else.
The renewal may be placed either in person or by telephone.
5. Library Director, or a designated staff member, may override limits on numbers of items check out, loan period, or number of renewals allowed, in usual circumstances, at their discretion.
6. Library card holders are responsible for all materials checked out on their card, any overdue fines, and all charges resulting from the loss or damage of library materials checked out to them.
7. Library card holders are required to:
 - a. notify the library if their name, address or phone number changes
 - b. notify the library immediately if their card is lost or stolen.
 - c. notify library staff of damage to materials they are borrowing when checking the item out, or as soon as the damage is notice. Staff will make a notation for the record.
8. The Baudette Public Library reviews all policies within a five-year timeline of as deemed necessary.