Cook Public Library
Lending, Fines and Fees Policy

Library Cards
All patrons must have a library card to checkout barcoded material. Cards are free and may be issued to anyone who is a resident of the city, as well as those who live in rural areas and nearby communities. Temporary cards may be given to those who own property in these areas and are seasonal residents. Cards may be obtained in person by filling out a library application form. Cards are renewed every three years. Cards can be used at any Arrowhead Library System member libraries.

Loan Periods
The Cook Public Library Board of Trustees adopted the Arrowhead Holding Standards (AHS) which took effect July 1, 2015. The AHS standards are as follows.

NEW ITEMS
All new items will be kept for circulation to local patrons for 3 months. After this period, items will be available to request from other libraries.

NEW BOOKS
14-day checkout
1 renewal if no other patrons have requested them

MOVIES
7 movies may be checked out on a card at a time
7-day checkout
1 renewal if no other patrons have requested them
**ALL OTHER ITEMS**
28-day checkout

1 renewal if no other patrons have requested them

**RULES FOR ALL MATERIALS**
3-day grace period
25 cents/day late fee
$5 maximum late fee per item

*AMOUNT AT WHICH A PATRON IS BLOCKED FROM FURTHER CHECKOUT UNTIL FINES ARE PAID DOWN--$10.00*

**Holds**
Items on hold will be available for pickup within eight days.

**Damaged or Lost Items**
Patrons are expected to pay the replacement cost of lost or damaged materials. Cost will vary depending on the materials damaged or lost.

**Headphones**
Two pairs of headphones are available for patron use behind the circulation desk.

**Printing**
Printing is available from the public computers. Patrons are not able to print from their own devices using the Wi-Fi connection.

Printing charges are

Color--$1.00 per page

Black & White--$0.25 per page
Faxes

Faxes can be sent with the assistance of library staff.

Fax charge is $1.00