

Fine and Lending Policy

Loan Periods

- 4 weeks for books, audio materials, juvenile magazines, music CDs, and pamphlets.
 - Renewable for 4 weeks if there is nobody waiting for the item(s). Please bring items to the main desk to be renewed, or call the library with your library card number.
- 2 weeks for *new* adult books and adult and teen magazines.
 - Renewable for 2 weeks if there is nobody waiting for the item(s). Please bring items to the main desk to be renewed, or call the library with your library card number.
- 1 week for movies.
 - Renewable for 1 week if there is nobody waiting for the item(s). Please bring items to the main desk to be renewed, or call the library with your library card number.

There is no limit on the number of items borrowed except:

- A maximum of 7 movies per library card.
- A patron receiving or registering their card for the first time with the Two Harbors Public Library is allowed to check out a maximum of 3 items on the first day.

Fine Policy

- Fines per day: All library materials have a \$0.25 per item per day overdue charge.
- Maximum fines per item: All library materials have a \$5.00 maximum fine per item before adding lost replacement or collections charges.
- Maximum fines per card: Once a library card has over \$10.00 in fines, the library will no longer lend materials to the patron until the fines have been paid.
- Grace Period: There is a 3 day grace period for all library materials. This grace period is to cover unforeseen circumstances, such as the library closing due to a snowstorm, and is not to be abused as extra check-out time. If materials are returned after the grace period, the patron will owe a fine from the date each item was originally due.

Adopted January 1992; Revised April 1998; Revised May 2011; Revised September 2015