

# Bell Memorial Public Library

## Valley Student Card

### Circulation Policy

101 W. Main Street Mentone, IN 46539

Phone:574-353-7234

#### Hours

**Monday-Thursday 9:00–7:00**

**Friday & Saturday 9:00-5:00**

**Sunday 1:00-5:00**

#### Privacy Statement

The circulation records of Bell Memorial Public Library are confidential and not subject to the freedom of information act, except pursuant to a valid court order. However, a custodial parent, legal guardian, or custodian shall have access to the records of their minor child. Any threats or unauthorized demands concerning circulation records will be reported to the library director and the president of the library board.

#### Use of Borrower Cards

All Valley Student patrons must have a borrower card in their own name to check out library materials. Patrons may be asked for additional identification if the circulation clerk has reason to believe the person standing before them is not the one whom the card was issued. Patrons under 18 require a parent/legal guardian signature before borrower card is issued. Replacement cards are \$3.00.

**Valley Students** with a Valley student card may check out **only 3 of any item**. It is their responsibility to make note of the due date and return the materials on time. Materials must be returned to the circulation desk or left in the book return. Overdue notices are mailed once a week. Valley Students have a fine limit of \$1.00 and may not check out materials if their fine is \$1.00 or over. Once their fine is paid they may continue to check out materials.

<u>Material</u>	<u>Loan Period</u>	<u>Overdue Fine</u>
Books ( <b>3 books only</b> )	<b>3 weeks</b>	<b>\$.10 per day</b>
DVD ( <b>3 only</b> )	<b>1 week</b>	<b>\$2.00 per day</b>
Periodical ( <b>3 only</b> )	<b>3 weeks</b>	<b>\$.10 per day</b>
Audio Books ( <b>3 only</b> )	<b>3 weeks</b>	<b>\$.10 per day</b>

**Adults/Family members may not checkout on the Valley Student Card. Card is only for the Valley Student.**

#### Lost or Damaged Material

Material overdue for nine months will be considered a lost material. Patrons will be charged the retail price for all lost or damaged materials.

#### Reserve/Renewals

Books may be reserved in advance of checkout. Patrons will be notified when the item they reserved becomes available. Renewal may be made over the phone.