

Check Out and Renewal

You **must** have your library card with you in order to check out items. If you do not have your card with you, we will gladly hold the items at the front desk for 24 hours to give you a chance to find or retrieve your card. Borrowing privileges will be extended to all patrons -- unless they have an outstanding debt at either library for damaged, lost or overdue materials.

Circulation Time Periods

- Books circulate for 21 days.
 - Books in high demand may circulate for shorter time periods.
- Audios circulate for 21 days.
- Magazines circulate for 21 days.
 - Current issues in protective covers do not circulate until the new issue has been received.
- West Virginia & genealogy items circulate for 7 days.
 - Many West Virginia & genealogy items are in constant demand or are rare. These items do not circulate.
- Videos circulate for 7 days.
- DVD's circulate for 7 days.
- Reference items do not circulate unless special arrangements are made with the librarian.

Item Limit

- Patrons are limited to 20 items for check out.
- The librarian reserves the right to limit the number of items checked out on a particular topic if that topic is in demand for school or college assignments.

Item Return

A book drop is located in front of the building for returning materials when the library is closed.

- **DO NOT** return DVD's and Videos via the book drop
- Items will not be checked in until the next morning.
- When the library is open, patrons are asked to please bring items in and place them in the return cart or on the counter.

Renewal

Renewal of library materials is permitted.

- Patrons may renew by phone or by bringing the items to the circulation desk.
- Items may only be renewed twice.
- Renewals will not be accepted on items that have reserves on them.
- Extended renewals may be granted at the discretion of the library staff.
- Overdue materials may be renewed.
- Fines will accrue from the date due to the date of renewal.