

Item Renewal Policy

The Polk City Community Library Board have deemed the following the policy for overdue notices of materials.

Renewal:

Two (2) renewals will be allowed per item. One (1) renewal will be allowed on an item that is reserved for another customer or is a new item (less than 6 months).

Check-out time:

Audio Cassette/CD – Two (2) weeks
Books & Magazines – Two (2) weeks
Videos & DVD's – One (1) week

The following items are not allowed to be checked out:

Latest edition magazines in house use only
Encyclopedias
Dictionaries

Overdue:

If a customer has a fine or overdue item(s), the customer will not be allowed to check out or renew.

Upon the discretion of the Library Director, the overdue policy may be overridden.

CITY CODE 2.20.060 Library Books – Recovery Procedure: If any book or other property of the library is retained by any person beyond the period provided by the rules and regulations of the library trustees and is not returned upon request of the librarian, the Mayor, upon the written request of the library trustee, may issue an order to the Chief of Police to obtain the book or other property to collect any fines set by the library trustees for such retention or for damage to the book or property. This order shall be sufficient authority for any policeman to take lawful possession of the book or property, collect the fine, and return the book or property and the fine to the librarian.

Accepted by the Polk City Community Library Board on_____.