

## BORROWERS POLICY

Patrons are fully responsible for all materials borrowed in their names, are expected to return borrowed materials in time and to replace any materials lost, damaged or destroyed during the loan period. Parents or Guardians will be held responsible for materials borrowed by their minor children.

Books and audiotapes may be borrowed for two weeks and may be renewed for an additional two weeks. Further renewals will be at the discretion of the Library Staff.

Magazines may be borrowed for two weeks, but the three most recent issues may not be renewed.

Videotapes may be borrowed until the next Monday, Wednesday or Saturday, whichever comes first, and may be renewed once.

Library materials may be returned using the book boxes placed in the front door and at the back for books only. Please refrain from placing video or audiotapes in the return box at the rear of the building.

Materials obtained for you through interlibrary loan subject to the rules and regulations of the library owning the material and are circulated under those conditions.