

Lawton Public Library CIRCULATION POLICY

In an effort to share resources equitably, the following rules apply.

Total Checkouts

Each Resident Card customer may have no more than 40 items on an individual's card at one time. A maximum of 10 DVDs/Blu-rays may be on a card at one time. New library card holders will have a first-time checkout limit of 5 items.

General Circulation Rules

ITEM	LOAN PERIOD
Hot Picks	7 days
DVDs/Blu-rays	7 days
Periodicals	7 days
CD Music	21 days
Playaways	21 days
Audiobooks & Computer Software	21 days
Children's Books & YA Fiction Books	21 days
All Other Books	21 days
Inter-Library Loan materials	21 days

Renewals

An item may be renewed up to two (2) times if no other customer has placed a hold on that item.

Damaged and Lost Material

Customers are responsible for all costs of damaged and/or lost materials. Total fees include replacement costs and processing costs.

Replacement Barcode	\$2.00
Minor Damages but Item Kept in Collection	\$3.00
Missing Audio-visual Case	\$3.00
Major Damage & Lost Material	Replacement of Item or Cost of Replacement
Processing Fee	\$3.50

Collection of Unpaid Charges

Unpaid charges may be turned over to a collection agency and will then have a \$12.00* fee per referral added to the account.

Insufficient funds on returned checks will be charged an additional \$ 28.75* fee. The total amount will be paid in cash within 5 days or the check will be turned over to the District Attorney for collection.

*Fees are set by City Council.

Library Board Approved: 8/3/22