

## **Materials Circulation and Late Penalties**

The Hudson Public Library makes a wide range of multimedia materials available to the public at no cost. There is no limit to the number of materials that a registered patron may check out with the exceptions of video games and Launchpad tablets which have a limit of one per patron at any time. Patrons classified as non-permanent residents, are restricted to 2 items at any one time.

Books, audio books, electronic games and computer software may be checked out for a period of three weeks.

DVDs, compact discs, realia, equipment and vertical file materials may be checked out for a period of one week.

Periodicals and newspapers may be checked out of the library for a period of one week only when a later issue has superseded them. Current periodicals, due to the timely nature of their information, will remain in the library for in-house use by library patrons.

Library materials that are designated as part of the Special Collection may not be checked out of the library but may be accessed in-house upon request.

Specific library materials that are not a part of the collection of the Hudson Public Library may be requested through interlibrary loan in accordance with the Interlibrary Loan Reimbursement Terms of Agreement of the State Library of Iowa.

There are no fines for the late return of any form of literature, including print materials and audiobooks. Fines of five cents per day apply to all other library materials with the exception of Wi-Fi hotspots which have a fine of five dollars per day. Provided that an overdue item is returned in the same condition in which it was checked out, no fine will exceed the purchase price of the item. No fine on any other item will exceed five dollars with the exception of Wi-Fi hotspots which have a maximum fine of fifty dollars. If an item is not returned the borrowing patron is responsible for paying the purchase price of the item. No refunds will be given if the item is later found. Patrons who fail to return an item after two months past its due date will be billed for the item and have checkout privileges suspended. Accumulated fines or value of delinquent or damaged materials of over ten dollars will also result in a suspension of check out privileges. In cases of non-cooperation, the Hudson Public Library may pursue necessary legal avenues to retrieve library materials and property that are overdue, lost, or damaged including using the services of a collection agency or turning the case over to the Hudson Police Department.

All circulation dates and fines are subject to the discretion of the librarian, taking into account emergency or extreme situations. A two day grace period is built into the circulation system for all library materials with the exception of Wi-Fi hotspots.

An unlimited number of materials may be placed on reserve by a library patron.

Materials may be renewed for one additional checkout period. Items that are on reserve for another patron may not be renewed.

The library patron is responsible for compliance with all copyright laws pertaining to any library material used in-house or checked out from the library.

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