Using Your card

It's easy! Present your card each time you wish to borrow library materials. You can also use your card to access library databases, download audiobooks, ask reference questions 24 hours a day, and make a computer reservation.

You are responsible for all items which have been borrowed on your card. Please inform library staff immediately if your card has been lost or stolen, or if you have changed your address. We cannot check out additional materials if you have overdue items or unpaid fines.

Borrowing Guidelines

Your library card allows you to borrow a maximum of 10 items at one time with the following limits:

A maximum of 2

- New DVD's
- Video Games
- Items on the same subject
- Items by the same author or recording artist
- Encyclopedia volumes

A maximum of 5

- Videos or DVDs

Children under 12 years of age may borrow audiovisual items (cassettes, CDs, videos, and DVDs) from the Juvenile collection only. Young adults (ages 12-17) may borrow audiovisual items from any collection, including videos and DVDs with an MPAA rating lower than R.

All items may be returned to the Circulation Desk or to the bookdrops located at the library's entrance on Tennessee avenue. Please remember that there are separate book drops for print and audio visual items.

Borrowing Rules and Fees

Item	Borrow for	Renewals	Overdue fee per item
New DVD's	One Day		
No Fee	None	$1.00 per day	
($30.00 maximum)			
New Video Games			
Three Days	No Fee		
None			
$1.00 per day			
($30.00 maximum)			
Regular Video Games			
One Week			
No Fee			
None			
$1.00 per day			
($30.00 maximum)			
Informational, Older Entertainment Videos & DVD's	One Week		
No Fee	None	$.10 per day	
($30.00 maximum)			
New Fiction	Two Weeks		
No Fee	None	$.10 per day	
($3.00 maximum/item)			
Magazines			
One Week			
No Fee	None	$.10 per day	

($3.00 maximum/item)

New CDs
One Week
No Fee | None | $.10 per day
($3.00 maximum/item)
CDs | Three Weeks
No Fee | None | $.10 per day
($3.00 maximum/item)
Juvenile Books | Three Weeks
No Fee | One | None
All Other Items | Three Weeks
No Fee | One | $.10 per day
($3.00 maximum/item)

Other Fees

Item	**Cost**
Lost or Stolen Library Cards	$5.00
Video Rewind Fee	$.50
Lost or Damaged Library Materials	Cost of item plus a $3.00 processing fee
Reserves - Items not in the Library's Collection Books	
Magazine Articles	$.25
$2.00 less than 10 pages / $3.00 more than 10 pages	
Printed Material	

$.10 per Black & White page

$.25 per Color page

Heston Collection Fees | See | Copy and Research Fees | for more information