

ESSEX LIBRARY CIRCULATION POLICIES

LOAN PERIODS:

- Adult books – 4 weeks, may be renewed once
- New adult books – 2 weeks, may be renewed once
- Children’s books – 3 weeks, may be renewed once
- New children’s books – 3 weeks, may be renewed once
- Young adult books – 3 weeks, may be renewed once
- Magazines (all types) – one week, may be renewed once
- Books on CD (adult and children’s) – 3 weeks, may be renewed once
- New books on CD (adult and children’s) – 3 weeks, may be renewed once
- Playaways – 3 weeks, may be renewed once
- DVDs & videocassettes (all types) – 1 week, **may not be renewed**
- “Express” DVDs – 2 days, **may not be renewed**
- Music CDs (all types) – 3 weeks, may be renewed once
- Museum passes – 3 days, **may not be renewed**

FINES (per item):

- Adult books – 15¢ per day, maximum of \$4.50
- New adult books – 15¢ per day, maximum of \$4.50
- Children’s books – 15¢ per day, maximum of \$4.50
- New children’s books – 15¢ per day, maximum of \$4.50
- Young adult books – 15¢ per day, maximum of \$4.50
- Magazines (all types) – 15¢ per day, maximum of \$4.50
- Books on CD (adult and children’s) – 15¢ per day, maximum of \$4.50
- New books on CD (adult and children’s) – 15¢ per day, maximum of \$4.50
- Playaways – 15¢ per day, maximum of \$4.50
- DVDs & videocassettes (all types) – \$1 per day, maximum of \$7
- Express DVDs - \$1 per day, maximum of \$10
- Music CDs (all types) – 15¢ per day, maximum of \$4.50
- Museum passes – \$1 per day, maximum of \$5

LOST ITEMS – *Patrons are responsible for the full replacement cost attached to the record of any item that is damaged, lost or not returned. Patrons may not replace lost items with substitutions purchased from outside sources.*