

Circulation Policies - Attachment A

Item	Loan Period	Fine Per Day	Rental Fee	Maximum Fine	Replacement Cost	Limit Per Card	Renew	Reserve
Audio Books - Cassette	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$60.00 default	None	Yes - 1 Time 3 Weeks	Yes
Audio Books - CD	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$75.00 default	None	Yes - 1 Time 3 Weeks	Yes
Audio Books - MP3	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$20 per disc default	None	Yes - 1 Time 3 Weeks	Yes
Books - Fiction (Adult / YA / Youth/New)	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	None	Yes - 1 Time 3 Weeks	Yes
Books - Non-Fiction (Adult / YA / Youth)	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	None	Yes - 1 Time 3 Weeks	Yes
Books - NEW (Any item w/ New-book sticker)	3 Weeks	\$ 0.25		\$ 10.00	Actual Cost or \$25.00 default	None	Yes - 1 Time 3 Weeks	CHE patrons only
CD (Music)	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$20.00 default	4	Yes - 1 Time 3 Weeks	No
CD-Roms (Adult/Youth)	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$20.00 default	None	Yes - 1 Time 3 Weeks	Yes
Encyclopedias (Adult / Youth)	1 Week	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	2	No	No
DVD's - 1 Day (New Releases)	1 Day	\$ 1.00	\$ 1.00	\$ 25.00	Actual Cost or \$25.00 default	1 multi-disc set/series	Yes Up to 3 Days	No
DVD's - 7 Day (Feature - Adult & Juvenile)	1 Week	\$ 0.25	\$ 1.00	\$ 10.00	Actual Cost or \$25.00 default	None	Yes - 1 Time 1 Week	No
DVD's - 21 Day (Educational)	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	None	Yes - 1 Time 3 Weeks	Yes
Juvenile Kits	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	None	Yes - 1 Time 3 Weeks	Yes
Holiday Books	1 Week	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	2 per Holiday	No	Yes
Periodicals/Magazines	1 Week	\$ 0.15		\$ 7.50	Actual Cost or \$5.00 default	3 per title	Yes - 1 Time 1 Week	Yes
Videocassettes - Free (Adult / Youth)	3 Weeks	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	None	Yes - 1 Time 3 Weeks	Yes
Videocassettes - (Feature - Adult & Juvenile)	1 Week	\$ 0.15		\$ 7.50	Actual Cost or \$25.00 default	None	Yes - 1 Time 1 Week	Yes
VideoGames (Playstation/XBOX/WII)	1 Week	\$ 0.50	\$ 1.00	\$ 25.00	Actual Cost or \$50.00 default	None	No	No

Adopted July 8, 1997 Chesterfield Library Board of Trustees
Revised September 2, 2009