

# Library Policy



## **BORROWING # OF ITEMS**

- 2 children books per lender
- 1 Adult books per lender
- Periodicals & Encyclopedia only in centre

## **BORROWING PERIODS**

- 20 day borrowing period for all book types
- Periodicals & Encyclopedias have a 3 hour period

## **RETURNING BOOKS**

- Must return in-person during open hours
- Must return in-person to a receptionist
- Do not leave books on reception desk w/o person

## **LATE & DAMAGE FEES**

- Late Fees starts 1 day after the due date
- Late Fee is \$10 per book per day
- Damage Fee: \$15.00 per book