

DOUGLAS COUNTY LIBRARY

CIRCULATION POLICIES

Loan Periods

Books	21 days, one renewal allowed
Compact discs	21 days, one renewal allowed
Magazines	21 days, one renewal allowed
DVDs,	21 days, one renewal allowed
Reference	no checkout
Current Periodicals	no checkout

****NO RENEWALS ON RESERVED MATERIALS**

Amount of materials

Books	no limit
Magazines	no limit
DVDs	6
Compact discs	6

Fines

Books	20 cents/day
Compact discs	20 cents/day
Magazines	10 cents/day
DVDs	\$1/day

****MAXIMUM OVERDUE FINE IS THE PRICE OF EACH ITEM**

*Exact price will be charged for lost or damaged materials. If exact price is not available, replacement cost will be charged. The VLS system-wide maximum fine amount will not exceed 50% of the item for any material when the item is returned. This does not apply to items that are lost and must be replaced.

Other Charges

Photocopies	25 cents/page
Laser Printer	25 cents/page
Scanner	\$1/page
FAX	\$1.75/send first page 75 cents/send 2 nd page \$1/receive per page
Replace lost or damaged library card	\$3
Large Meeting Room	\$100/per meeting for profit groups/individuals
Small Meeting Room	\$50/per meeting for profit groups/individuals

*Meeting rooms are free to non-profit groups/individuals

Lost materials policy

Patrons must pay the actual cost for lost and/or damaged library materials. If the materials are found within **three months**, they may be returned with a receipt for a refund. A \$3 handling fee will be assessed to all lost materials.

Paying fines, damaged, lost

Patrons must pay all fines, damaged and/or lost charges within **three months** of incurring them. Please make checks payable to the Douglas County Library

**DOUGLAS COUNTY LIBRARY
DVD BORROWING POLICIES**

Borrowers are responsible for all damage or loss to DVDs and equipment while checked out. An amount equal to the full replacement cost will be charged in the event of damaged or lost items. The Douglas County Library does not assume responsibility for the damage to non-library material by library equipment or to non-library equipment by library DVDs. All DVDs are circulated “as is”. Please report any problems to the staff

Revised and updated April 2022

Updated and Approved by the Douglas County Board April 18, 2024

Updated and Approved by the Douglas County Board January 15, 2026