

### **Circulation Rules**

1. If a patron owes \$10.00 or more in fees, the patron may not borrow more materials.
2. If a patron has one or more items aged to a lost status, the patron may not borrow more materials.
3. If a patron has five or more overdue items, the patron may not borrow more materials.
4. Eligible items may not be renewed more than four times.
5. A patron may not have more than 100 items on a library card at one time.
6. A patron may not have more than 30 holds on a library card at one time.
7. Another patron may pick up only items that are on hold for a family member or friend if they have the patron's card that the item is being held on or if they check the hold out on their personal library card to assume responsibility. Exceptions include youth cards (holds and items selected off the shelf for youth use) and cards with alerts referencing specific circumstances.