

**Yorktown Public Library
Circulation of Materials Policy**

<i>Material Type</i>	<i>Loan Period</i>
New adult books	14 days
All other books	28 days
Music, magazines, audio books	28 days
Kindles with preloaded books	28 days
Family Passes: Eiteljorg Museum, Muncie Children's Museum, Indiana State Museum	7 days
New entertainment movies	3 days
All other entertainment movies	7 days
Video games	7 days
TV series	14 days
Non-fiction DVDs	28 days
Roku device	14 days
Hotspots* Adult patrons only	14 days

Circulation Restrictions

Patrons are required to bring in their own library card with them each time they wish to borrow materials, or have photo ID in lieu of their card.

Adult patrons may check out up to 30 items on their card; adult checkouts may include up to 10 movies and 1 video game. Youth (age 5-17) may check out up to 15 items on their card; youth checkouts may include up to 5 movies and 1 video game. Items may be renewed for up to 90 days in person, online, by text or by phone as long as there are no holds on the items being renewed.

Parents or guardians are responsible for reviewing/restricting items checked out by their children.

Replacement of Lost or Damaged Material

The library is fine free, however, lost or damaged materials must be paid for according to the price listed in the library record or replaced with the exact copy in edition and format (paperback, hardback, DVD, etc.) and be in new or like new condition. Once the library replaces or deletes a lost or damaged item, it is no longer eligible to be replaced by a patron. Library staff will make the final determination on whether to accept or reject a replacement.