

Checkout Policy

Checkout limits:

10 items total

3 DVDs at a time

Family Cards can ask to up card limit per child.

Checkout Periods:

2 weeks for Interlibrary Loan Materials

2 weeks for Books and Printed Materials

1 week for DVDs and Launchpads

Overdue Fines:

10¢ per item per day for Books and Printed Materials

10¢ per item per day for DVDs and Launchpads

With a max fine of \$1.00 per item.

Renewals:

If you are nearing the due date call 785-366-7219, email [hopelibrary@tctelco.net](mailto:hopenlibrary@tctelco.net), or come in and we will extend the due date for one additional check out period as long as there has not been a request from another patron for the item(s).

Lost or Damaged Items:

If an item hasn't been returned in 30 days the Library will consider the item(s) lost. It will be the responsibility of the patron to reimburse the Library for the full replacement cost of any item lost or damaged beyond repair.

If an item is damaged, but repairable, please let us know so we can take care of it before shelving. You will not be charged; these things happen!

Overdue Policy:

Overdue reminders will be emailed out every Wednesday afternoon. If you are within 2 days of the due date you will be able to renew without accruing late fees.

30 days overdue: You will receive a letter listing the items you have checked out and a bill for the cost of the item(s). You have the option to pay for the items if they are lost or damaged beyond repair, or return them in good condition and pay the overdue fine(s). Your borrowing privilege will be suspended until all items are returned, overdue fines are paid, and/or cost of lost items is reimbursed to the Library. You will continue to receive overdue email reminders until accounts are settled.

New Library Members

New library members are only allowed to checkout 2 items at a time for the first 3 months of membership as a trial. Once 3 months has passed with accounts in order they will be allowed to check out the normal number of items.

Revised and Approved 4/19/21