

## **SAMSON PUBLIC LIBRARY CHECKOUT POLICES**

1. To check out books patron must fill out a library card. To fill out the card you will need a picture ID with a current address and a bill with the same address as the ID. Please inform us of any address or phone number changes.
2. A parent or guardian will have to fill out a card for ages 17 & under with the information as stated above.
3. Each patron is responsible for all material checked out.
4. Two items may be checked out the first time. After 30 days from the sign-up date you will then be allowed to check out five items only.
5. Books are checked out for a two-week period and may be renewed if no reserves are placed on the items. Books should be turned in the day they are due before closing or you will be charged a late fee.
6. Books may be renewed by phone before the end of the day the items are due, or you will be charged a late fee.
7. Overdue charges are \$.05 per day.
8. Patrons having lost or due books and/or library materials will be charged current retail price for the replacement of any item.
9. Overdue notices will start after materials are two weeks late.
10. Anyone with late fees or books that haven't been returned will have to bring their account current before we allow you to check out any other item or use the computers.