



## Lester Public Library of Rome Circulation Policy

**1157 Rome Center Drive**

**Nekoosa, WI 54457**

Phone: 715-325-8990

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Website: [www.romepubliclibrary.org](http://www.romepubliclibrary.org)

### **LIBRARY HOURS**

**Monday, Wednesday, Friday 10–5**

**Tuesday & Thursday 10–7**

**Saturday 9–2**

### **LIBRARY CARDS**

- Issued free to patrons with photo ID and proof of local address.
- No minimum age required to obtain a library card. Youth under the age of 17 need a parent/guardian's signature along with parent/guardian's photo ID and proof of local address.
- Replacement charge for lost or damaged card is \$5.00.
- **You are responsible for all the material checked out on your library card.** If your card is lost or stolen report it to the library immediately.
- **Parent/guardian is responsible for all materials borrowed by minors including fines, fees and replacement costs of library materials.**

**A library card must be presented to checkout any library materials.**

### **LOAN PERIODS**

- **14 DAY** for New Books & music CD's
- **28 DAY** for books and audio books
- **7 DAY** for magazines and pamphlets (current magazines may not be checked out)
- **7 DAY** for fiction or non-fiction videos and DVD's
- **7 DAY** for most Reference materials. Some may be used only in the library.
- To renew materials **you must have your library card number. You may do this over the telephone by calling Talking Tech 608-242-4700 (long distance charges apply).** Only two (2) renewal periods for each item are allowed if item is not on hold. **You may also manage your account online, ask the staff for details.**

**NO material(s) may be checked out if the card holder has fines of more than \$20.00**

### **LATE, DAMAGED OR LOST MATERIALS**

- Books, magazines, pamphlets, audios. \$.05 per item per day.
- Reference materials with one (1) week checkout are **\$.25** per day.
- Videos & DVD's: **\$2.00** per day.
- **LIMIT ON VIDEOS or DVD's: 6 PER FAMILY.** Maximum charge is **\$6.00** per video.
- Lost and damaged materials: **replacement cost of item.**

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