

# Lester Public Library of Rome Circulation Policy

1157 Rome Center Drive

Nekoosa, WI 54457

Phone: 715-325-8990

FAX: 715-325-8993

Email [rdaley@romepubliclibrary.org](mailto:rdaley@romepubliclibrary.org)

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
- **14 DAY** for magazines (current magazines may not be checked out)
- **7 DAY** for DVD & Blu-ray
- 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, audiobooks. \$.05 per item per day.
- DVD's & Blu-ray: \$0.50 per day.
- DVD's & Blu-ray Limit: 10 per card.
- Lost and damaged materials: **Replacement cost of item. NO REFUNDS.**