

## Borrowing Privileges

### Material Type / Loan Period / Overdue Fine

Books:	14 days	5¢ per day
Magazines:	7 days	5¢ per day
Audio Books:	14 days	5¢ per day
DVDs:	7 days	50¢ per day
DVD Series:	14 days	50¢ per day
Music on CD:	14 days	5¢ per day
Museum Passes:	1 day	\$10.00 day
Newspapers:	In-house use only	

### Renewals

You may renew library materials by phone, online, or in person for two additional loan period unless there is a waiting list. New items may only be renewed once if there is no waiting list.

### Reserves

You are welcome to reserve library materials in person, by telephone, or online. When the item you requested comes in, we will notify you via email or by telephone. To reserve books online ([catalog.ocln.org](http://catalog.ocln.org)) you will need to have a Personal Identification Number (PIN). For more information on PIN numbers ask a circulation staff member.

### Interlibrary Loans

You may request items, not locally available through the Commonwealth Catalog (<http://www.commonwealthcatalog.org>). If you need help, library staff will be happy to assist you.

### Lost Materials

You will be assessed the replacement cost of material permanently lost or destroyed as well as a processing fee of \$3.00 per item. You may replace the material with an exact copy, processing fee of \$3.00 per item still applies. You are responsible for all materials taken out on your card. If you lose your card, report it immediately. The replacement card fee is \$1.00.

### Vacation Loans

If you know you will need items for an extended period, ask a librarian for a vacation loan. Note: Vacation loans are not available on items with holds or on Interlibrary Loans.

### After Hours Return

There is a drive-up book and DVD return bin available at the end of the library's entrance walkway. Please no donations in the return bin.

### Senior Benefits

We offer seniors age 60 years and older "fine exempt" status for items borrowed from Ventress Memorial Library. [Note: there are no exemptions on fines incurred on items borrowed from other libraries]. Senior exemption status is determined using the date of birth that is entered in your Library account. You do not have to register as a senior, however if you are over 60 years old and are still being charged for overdue items borrowed from our collection. You can simply provide proof of age at the checkout desk in your branch.