

Circulation Policy

i. Audio/Visual Material

- As the Hopkins District Library's VHS collection has been entirely donated, the lending period for these items is 3 weeks. Audio books (CD and Tape) and story books (CD and Tape) will lend for 3 weeks. DVDs will lend for 1 week at a \$1.00 check out fee.

ii. Fines

1. Late fines (per day)

Books	.15
Magazines	.15
VHS	.15
DVD	1.00
Audio Books/Story Books	1.00

2. Damaged Material fines

Book/Magazines		
	Water damage	\$1 – cost of book
	Animal damage	\$1 – cost of book
	Cut/tear pages	\$.50 – cost of book
	Writing/highlighting	\$.50 – cost of book
	Lost barcode	\$1
CDs/DVDs		
	Scratched (but plays)	\$1 - \$5
	Scratched (does not play)	Replacement cost
	Broken case/bag	\$1 - \$3
	Lost barcode	\$1
VHS/Audio Tape		
	Does not play	Forgiven

	Lost Barcode	\$1
	Broken case/bag	\$1