

Sherburne Public Library Policies:

1. Book Drop:

We ask that our patrons please refrain from dropping delicate materials, such as dvds in our book drop. Materials left in the book drop will be discharged under the date they were left to us, ensuring that patrons will not be fined.

2. Check-out Policies:

Patrons are allowed to take out an unlimited amount of books, audio books and magazines. All of these materials, no matter the age level, are checked out for three weeks. When any of these materials become overdue they acquire a fine of \$.10 a day each.

Our movies, however, are limited to three movies per household. The movies are checked out for a week and \$1.00 is charged to your account per movie for every day overdue.

While we do not require our patrons to pay fines immediately, patrons with fines exceeding \$10.00 will be barred from checking out materials. An account must have a charge less than \$10.00 in order to take materials home.

3. Computer Use:

We currently have four computers that available for patron use. A user does not need to have a library card to use the computers. They are completely open to public use. All one has to do is simply sign in at the front desk for a half-hour time slot.

If other patrons do not wish to access the computers then a user may stay on past the allotted half-hour. However, if other patrons wish to use the computer, patrons who have been on longer than 30 minutes will be asked to give up their seat.

There are also two computers in the children's room that are available for younger digital users.

4. *Library Cards:*

When applying for a library card, we ask our patrons to supply a document that features both their name and address. We accept both licenses and pieces of mail. The document does not have to feature a picture.

It is not required for patrons to bring their card in when checking out materials, but it is preferred!