

Circulation Policy

Welcome to the Pike County Public Library District! We are pleased to have you as a patron and hope that you will enjoy using our libraries. Our goal is to provide you with the best services possible, whether you want to read for pleasure, enjoy an audiovisual material, use our computers or just research a particular topic.

If you are a new patron, you will be issued a library card that will allow you to check out materials from any library in the Pike County Public Library District. In order to receive a card you must have a **valid picture ID and proof of residency**. Pike County Libraries are located in Belfry, Elkhorn City, Phelps, Pikeville (2), and Virgie. **If you have lost your card and require a replacement, the cost is \$5.00. No one else is allowed to use your card, so remember that if you check out materials for someone else you are responsible for those materials.** The first time you use your card you are limited to borrowing one item; when that item is returned you may check out as many items as you like as long as no fine has been accrued.

Our libraries circulate all books **except for those marked "R" for reference**. Magazines may be checked out **with the exception of the current issue**, which remains in the library until the arrival of the next new issue. In addition, recordings and some equipment may be checked out of the library. The equipment is for the use of large non-profit groups such as the civic organizations, church groups, etc., not for individual use. The borrowing period for equipment is ONE DAY or OVERNIGHT. **The loan period for books, audio books, magazines, and music CDs is TWO WEEKS.** Patrons may check out as many items as desired, but we do request that users show consideration for others by not depleting our collection.

VHS, Video Games and DVDS are also available for **TWO DAYS LOAN**; home use only. There is a **limit of 2 video games and 8 DVDs** at a time per borrower's card; you must be **18 years or older** to borrow these items. To renew videos, games, and DVDS, patrons will be allowed to call and renew the items for **3 times only** over the phone. **VHS, Games and DVDS are due back one hour before closing.** Patrons must return videos, games and DVDS inside the library. If the tape is placed in the book depository, the patron will be fined \$1.00 or the cost of the video or DVD if damaged. There is a **\$2.00 fee** for each overdue on videos and DVDs for **every day** they are overdue, and a \$.50 charge if the tape has not been rewound. The late charge on games is **\$5.00 per day**.

Materials or books that have been reserved by other patrons **may not** be renewed. Books, Magazines and audiocassettes may be renewed by calling the library and giving the patrons name and a list of the materials to be renewed. Renewals must be made **before** the items become overdue. Overdue fines are charged at the rate of **\$.05 per day, per item**, not to exceed \$5.00 for a book or the price of a periodical.

Patrons who owe fines or who have library materials, which are overdue, may not check out any additional materials or use computers. The **first day of each month is Fine Free Day**. All overdue materials excluding Videos and DVDS may be returned and the fines will be waived. If the first day of the month falls on a Sunday or holiday, fine free day will be on the following working day.

Lee Avenue Public Library
www.informationplace.org
(606) 437-6001

Hours: Tuesday-Friday 10:00 AM – 7:00 PM
Saturday 9:00 AM - 6:00 PM

ALL COMPUTERS WILL SHUT DOWN 30 MINUTES PRIOR TO CLOSING.