

## CIRCULATION POLICY

1. Persons holding either a current Garner Public Library card or a card from a member Beacon library, and are in good standing, may check out materials.
2. Circulating materials may be kept two weeks and renewed once if there is not a waiting list for the item. Materials which are checked out for one week may be renewed once if no one is waiting for the item. Items which are checked out overnight may not be renewed.
3. The size of our collection and demand for specific materials for special class projects, seasonal items, etc. may require a limitation on the number of items checked out by any one person. The loaning of these materials will be left to the discretion of the Librarian.
4. Circulation periods and restrictions for some materials are as follows:
  - ART PRINTS: Art prints may be checked out for 3 months.
  - MAGAZINES: Current month or newer checked out overnight. Previous month or older magazines may be checked out for one week.
  - NEWSPAPERS: Non-circulating
  - DVDs: See DVD Policy
5. The usage of library materials by children and young adults is assumed to be a matter of parental responsibility.