

## CIRCULATION POLICY

To checkout materials from the Columbus Public Library, the patron must have a current Columbus Public Library or Bookmobile card in good standing (per Privileges and Account Collection policy).

Borrowers, or their adult signatories, agree to accept full financial responsibility for materials for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse or misuse. By checking out an item, patrons agree that if the item is lost or stolen while checked out to them, the patron is responsible for the cost of its replacement.

Patrons may not purchase and/or download content onto the Library's e-devices. Any content purchased will be charged to the patron's account.

The Columbus Public Library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy on library devices made available for checkout.

### In the Library

FICTION BOOKS	3 week checkout, two 3-week renewals* Limit of 40 books
NON-FICTION BOOKS	3 week checkout, two 3-week renewals* Limit of 40 books
RECORDED BOOKS	3 week checkout, two 3-week renewals* Limit of 10 items
MAGAZINES & NEWSPAPERS	1 week checkout, two 1-week renewals* Limit of 10 items
ART PRINTS	4 week checkout, two 4-week renewals* Limit of 5 items
DVDs	1 week checkout, two 1-week renewals * Limit 10 per card.
E-READERS & TABLETS	3 week checkout, two 3-week renewals *
PROJECTORS & SCREEN	3 day checkout, two 3-day renewals*

\*Items on hold for another patron are not renewable.  
Cardholders may have up to 10 items on hold at one time.

## On the Bookmobile

ALL BOOKS	2 week checkout, two 2-week renewals* Limit of 30 books
MAGAZINES	2 week checkout, two 2-week renewals* Limit of 2 magazines
DVDs	2 week checkout, two 2-week renewals* Limit of 3 DVDs

\*Items on hold for another patron are not renewable.

Adopted by the Library Board on 03/13/08; revised 03/11/10, revised 11/10/11, revised 2/14/13, revised 3/13/14, 4/10/14, 7/9/15, 11/7/16, 4/12/2018