

POLICY FOR BORROWING CONTRACTOR BOOKS: CIRCULATING REFERENCE

Borrowing books from the Shepherdstown Public Library is a privilege, and anyone borrowing our Contractor Circulating Reference Books must agree to the following rules:

1. You must apply for and receive a library card at the Shepherdstown Public Library;
2. You may take a maximum of 3 books at a time;
3. You must leave a cash deposit for the amount of the replacement cost of the book PLUS a \$20.00 processing fee for each book;
4. The books must be returned by the due date, 1 week from checkout;
5. If you need another week, you can renew the books for one more week by phone or in person IF and ONLY IF there is no one else waiting for them;
6. The deposit will be returned when the books are returned;
7. There is a fine of \$1.00 per day for overdue items up to the replacement cost of the items.

With your signature on your library card, you agree to abide by these rules.