

## **Kennebunk Free Library Lending Policy**

A valid KFL library card must be presented to borrow library materials.  
Circulation records are confidential and private as defined by State and Federal laws.

Reserves on items will be gladly taken in person, online or by telephone. The library will notify you when your requested item is ready for you. Items will be held for one week.

Special loan extensions may be made for educators using library materials in their classrooms.

**BORROWING PRIVILEGES ARE SUSPENDED IF** library materials are not returned or charges are not paid. It is the library's policy to charge the replacement cost of lost or severely damaged materials. Patrons owing fines of \$5.00 or more will be restricted from borrowing items until the balance is less than \$5.00. Restricted patrons are still welcome to use the library facility and all of its resources.

Books, Periodicals, Audiobooks, MP3s, and CDs:

- circulate for a 3-week period
- may be returned in either the drive up media drop or the media drop at the main entrance
- may be renewed once in person, online or via telephone, provided that no one is waiting for that item
- books on certain topics for school assignments may be limited due to the availability of materials
- late return fee is \$.15 per day per item
- maximum fine is \$5.00 per item per borrowing period

DVDs and Videos:

- circulate for a 7-day period
- are limited to 4 per card
- may be returned in either the drive up media drop or the media drop at the main entrance.
- may be renewed twice in person, online or via telephone, provided that no one is waiting for that item
- late return fee is \$.60 per day
- maximum fine is \$5.00 per item per borrowing period

USB Flash Drives:

- circulate for a 7-day period
- must be returned inside the library directly to a staff member
- \$20.00 unnecessary risk fee will be assessed if the USB is left in the media drop
- late return fee is \$.50 per day.

E-readers

- circulate for a 3-week period
- must be returned inside the library directly to a staff member
- minimum \$25.00 unnecessary risk fee will be assessed if the e-reader is left in the media drop
- late return fee is \$1.00 per day.