

# RULES REGULATIONS & PROCEDURES:

## **Registration Policy:**

Obtaining a library card can be done in person or by visiting [www.bccls.org](http://www.bccls.org) 's webpage and applying for a temporary ecard. You must come in within 30 days to receive a permanent card when after you applied for an ecard. Applicants must show a valid ID with proof of Dumont residency. There is no age limit to apply for a library card. A juvenile borrower, up to age seventeen, must have a parent or legal guardian signature who will accept responsibility for use of the card. There is no charge to obtain your first library card. There is a \$3.00 replacement fee if the card is lost.

## **Checking Out Materials:**

Library materials are available to residents of Dumont presenting a valid library card. All materials are checked out at the circulation desk or at our new self-checkout station. A valid library card can be used in any one of the 78 BCCLS libraries.

## **Loan Periods and Fines**

All materials can be checked out for 28 days with 2 renewals, with the exception of the following:

New Books- 14 days w/1 renewals

New Audiobooks-14 days w/1 renewal

New Music- 7 days w/1 renewal

New DVDs/Blu Rays- 7 days w/ 1 renewals

Games- 14 days w/2 renewals

Music-14 days w/ 2 renewals

DVDs/Blu Rays- 14 days w/2 renewals

Magazines- 14 days w/ 2 renewals.

Items that are overdue will accumulate a charge of .20 per day.

New DVDs/ Blu-Rays have a late of a \$1.00 a day

## **Late Items**

First Overdue: 14 days after the due date

Second Overdue: 28 days after the due date

Billing Notice: 60 days after the due date

Fines can be paid in person, at any BCCLS libraries or by using SmartPay, an online pay option.