

**Circulation Policy**  
**R. K. Kittay Public Library**  
**06/2022**

**Library Accounts**

***Who can have a library card -***

All residents of Rupert and the surrounding communities are eligible to join the RKKPL free of charge. Children under the age of 16 will need parent/guardian permission to sign up for their card.

***What is needed to get a library card -***

We will need the following information to issue a card:

Name  
Address (mailing)  
Phone Number  
Email (newsletter)  
Parent/Guardian Name (child under 16)

**Material Circulation**

***What can be checked out, and for how long -***

Books (including pop-ups) - 14 days  
Audiobooks - 14 days  
DVDs - 14 days  
SnowShoes - 7 days  
Cribbage Boards - 7 days  
Park & Museum Passes - 3 days (late fees will apply)  
Kindle - 3 days (late fees will apply)  
Chromebook - 3 days (late fees will apply)

***Late Fees -***

We do not charge traditional late fees on materials with the exception of Park & Museum Passes, Kindles and Chromebooks (\$5/day each day they're late). However, being chronically late with items without contacting the library to renew could result in the restriction of how many items you can check out. This is reviewed on a case-by-case basis and is at the Library Directors discretion. If the patron has any questions or objections, please contact the Library Director.

***Damaged/Lost Materials -***

If a patron damages or loses library materials they are responsible for reimbursing or replacing the item(s). If the patron chooses to replace the item it must be of like kind/comparable. Books must be replaced in the same style as the damaged/lost book (hardcover for hardcover, etc). If the patron chooses to reimburse they will be charged for the current price of the item. If the patron has any questions or objections, please contact the Library Director.

Library Director Email: [rupertkittaylibrary@gmail.com](mailto:rupertkittaylibrary@gmail.com)

**Policy Approved by the Board - 06/20/2022**