

Lending Rules/Procedures – in order to check out materials from the Pleasant Valley Library, a library card is necessary and must be presented at time of checkout. If no card is available, ID is acceptable. Patrons who wish to be may be linked together to make checkout easier. Most items in our collection circulate for 3 weeks, with 2 renewals as long as others are not waiting.

Exceptions are DVDs, VHS, music CDs, magazines and reference books, all of which can only be checked out for 1 week with 2 renewals. Overdue fines are ten cents per day for most items except the following: twenty-five cents per day for music CDs; \$1 per day for DVDs and VHS. We cap our fees at \$5 as long as the item is eventually returned and we do not charge for days we are closed. Items kept for longer than 2 months past their due date will be Billed and we ask that, rather than money, the patron purchase a replacement copy, which may be used, as long as it is in good condition. There is a drop box located near the handicap entrance that is open when we are closed. We do not allow DVDs or music CDs to be returned in there as it is quite a drop and the items may be damaged.

The library also has a number of online resources available from home, such as downloadable audio and e books, Consumer Reports, the NY Times, auto repair manuals, language learning software and genealogy information (insert link to database page here)