



## BEAR RIVER BAND LIBRARY

### LIBRARY POLICIES

#### General rules:

Everyone using the library is expected to conduct themselves in a courteous and respectful manner. Only covered drinks are allowed inside the library, but are not permitted at the computer desks. Detailed library rules of conduct are posted in the library. A violation of any posted rule which is not remedied after one verbal warning will result in a written incident report. Three incident reports will result in the suspension from the library, and all associated privileges, for one month, subject to Council approval.

#### Borrowing privileges:

In order to borrow library materials you will need to fill out a form with your name, address, telephone number, and email address if available. You will be asked for your tribal roll number, or Bear River employment number, CA driver's license, or other photo i.d. The signature of a parent or guardian is required in order for a minor to obtain library borrowing privileges. The library does not limit the borrowing privileges of a minor. If you wish to limit your child/ward's reading or viewing, we suggest that you accompany him or her to the library and help select materials. Borrowing privileges for small electronics are subject to additional conditions and restrictions; please see the policy specific to these materials.

#### Loan period and overdue materials:

You may check five books and three DVDs or CDs at a time. Books may be kept for three weeks and DVDs or CDs may be kept for one week. Books may be renewed in person or by calling the library at 733-1900x234 for an additional three weeks unless it has been requested by another person. The library does not charge fines for overdue materials. However, borrowing privileges will be suspended until overdue materials are returned. Notices will be sent two weeks after the items are due and items will be considered lost/unreturned after one month.

#### Lost, stolen, damaged and unreturned materials:

You will be responsible for the cost of replacement or repair of library materials that are lost, stolen, unreturned, or seriously damaged while checked out to you or a child whom you have signed for. Charges for materials will include the replacement cost of the item plus a processing fee of \$5.00. **If these charges are not paid by you, the bill will be sent to the Accounting Office to be deducted from any future BRB/BRC revenue and/or payroll due you. Once you have been charged there is no reimbursement even if the item is later found.** Selection of library materials is a thoughtful, deliberate process. Therefore the library cannot and will not accept replacement of library material unless it is exactly the same title in exactly the same format, edition and condition.