

Library Card Use and Fees Policy

You must present your card each time you check out any items, including magazines and computers. The library does not charge late fees on overdue items. Library material is considered overdue the day following the date due assigned by the automation system. Patrons will be charged replacement costs for lost or damaged items. You are responsible for all materials checked out on your card and fees accrued on your card. If you lose your card you are responsible for notifying the library as soon as possible so we may suspend the card.

No one may use your library card without verbal (in person) permission from you. If you grant permission for someone else to use your card, that person must have a form of identification to prove who they are and that you have allowed this person to check out on your account. YOU will be responsible for any items checked out by this person or fines that they may accrue on your account.

You are responsible for reporting phone and address changes to your card.

Loan Periods

- Most Books, Audiobooks, and Music CDs circulate for 21 days.
- DVDs circulate for 7 days.

Book drop is located to the left of the library's front doors on the wall and is open when the library is closed. Any materials borrowed from the Bookmobile may be returned at the Graves County Public Library. Please tell us if you are returning books from the bookmobile. The Bookmobile schedule is listed online and can be accessed from the library's web page.

Terms of Use:

- Anyone age 18 and older who lives, works, or owns property in Graves County, Kentucky is eligible for a free Graves County Public Library (GCPL) card. A valid picture ID and proof of current address is required. (See Library Card Policy for further information)
- Anyone age 5 through age 17 may receive their own library card with the signature of a parent or guardian. Exception: An Emancipated Teenager or a married 17 year old who must show proof. Parents and guardians who sign for the library card are responsible for all items checked out on that person's library card and fines accrued on that card. The parent or legal guardian may choose to give permission for children to check out software and videos/DVDs with any rating. Parents, not library staff, are responsible for all materials (books and movies) their child borrows from the library Any patron who is listed as the responsible party on a child's account may check out materials on the account, but must have the child's library card in hand.
- The individual to whom a GCPL card is issued is responsible for all materials checked out or fines on that card.
- Please report lost or stolen cards. Your first card is free. A small charge of \$2.00 will be made for replacement cards
- The Library will notify you about overdue materials or items on hold through e-mail, cell phone or by land phone. Items on hold will be held for you 3 days.
- GCPL library cards expire once every 365 days. At this time, a patron must update their contact information at the library in order to reactivate their library card.

- Graves County Public Library belongs to a regional library network that allows you to use your library card to obtain a library card from other participating libraries in the area. Ask library staff for details.
- Inactive patrons will be deleted from the system after 5 years.

Fines/Fees:

Patrons who have books out overdue or who owe fees will not be allowed to continue checking out library property. Patrons who are repeatedly late returning their books may be limited to three books for at least 3 consecutive check-out periods to establish a responsible returns record.

When a patron has overdue items they may not check out any other items, including computer use, until all items are returned.

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