

Berwyn Public Library Book Return Policy

The Berwyn Public Library provides a book return for the convenience of patrons. The following rules apply to the usage of the book return:

1. Fines will be assessed to late material (s) placed in the book return.
2. When an item is placed in the book return on a day the Library is closed (i.e. Sunday, Holiday) the item will be checked in using the previous days' date. No fines will be charged for days the Library is closed.
3. Patrons are responsible for any material(s) deposited in the book return until such material(s) is/are checked in at the Circulation Desk.
4. Patrons will be held responsible for any damage(s) caused to material(s) returned to any book return.
5. Audio Visual Material and Realia **may not** be returned to **any** book return. Said material(s) must be returned to a Circulation Desk (Realia) or Audiovisual Desk (AV) inside the building during regular library hours of operation. If Audio Visual Material(s) or Realia are returned to the book return, **a fee of \$2.00 per item** will be assessed and added to the patron's record. Repeated use of the book return for Audio Visual Material and/or Realia may result in the suspension or revocation of patron use of these materials.

Approved by the Berwyn Public Library Board of Trustees

Effective June 12, 1995

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