

Kennebunk Free Library

Lending Policy

- A valid KFL library card must be presented to borrow library materials.
- Circulation records are confidential and private as defined by State and Federal laws.
- Books, periodicals, and audiobooks circulate for a 2-week period. Videos and DVDs circulate for a 7-day period.
- Books may be returned in either the drive up bookdrop or the bookdrop at the main entrance. Audiobooks and videos may not be placed in the drive up bookdrop.
- Two renewals will be accepted in person, online or via telephone, provided that no one is waiting for that item.
- Books on certain topics for school assignments may be limited to 5 items due to the availability of materials.
- Videos are limited to 4 per card.
- Reserves on items will be gladly taken in person, online or by telephone. The library will notify you when your requested item is ready for you. Items will be held for one week.
- Fines for all items are \$.15 per day per item. Fines for videos and DVDs are \$.60 per day. The maximum fine is \$5.00 per item per borrowing period.
- Special loan extensions may be made for educators using library materials in their classrooms.
- The library charges for the replacement cost of lost or severely damaged materials.
- BORROWING PRIVILEGES ARE SUSPENDED IF library materials are not returned or charges are not paid. It is the library policy to charge the replacement cost of lost or severely damaged materials. Patrons owing fines of \$5.00 or more will be restricted from borrowing items until the balance is less than \$5.00. Restricted patrons are still welcome to use the library facility and all of its resources.