

RENEWALS: One renewal is allowed except for DVDs, items on reserve, and some interlibrary loan materials. Renewals can be made by telephone.

RESERVES: All materials can be reserved. A library within the library system must own a book before a patron can reserve it. Massena patrons reserves for items are filled before interlibrary loan requests are honored.

FINES: Adult items carry a fine of 10 cents a day with a maximum of \$2.00 per item. YA materials are considered adult material. Children's items carry a fine of \$.5 cents a day with a maximum of \$1.00 per item. The fine for audiovisual material is \$1.00 a day with a maximum of \$5.00. There is a one-day grace period for overdue materials. Fines do not accrue on days the library is closed. A 50 cent postal fee will be assessed for every overdue letter sent. There is a \$12.00 cap on fines if a patron pays the entire \$12.00 at one time