

**OPERATING RULES
Library**



Laguna Woods Village®

- A. All library materials available for check out may be checked out by residents for a period of two weeks, with the due date stamped on the loan card. Materials not returned by the due date are overdue.
- B. Residents are assessed fines on all overdue materials that are checked out to them. This includes hardback books, books-on-CD, books-on-tape, DVDs and videos.
- C. Current fines are assessed by the Library Club.
- D. Disciplinary action may be recommended when fines reach \$5.
- E. Lost books or books not returned are treated as unpaid fines. Fines are assessed until the book, or applicable item, is returned or paid for.
- F. The Library President may consider extenuating circumstances.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.