

## **Library Book Drop Regulations**

1. The library book drop is intended for the return of borrowed library materials, with the exception of board games and educational kits.
2. If the Reader intends to borrow materials on the same day, any returns should be made directly at the library desk.
3. Books must be inserted into the drop box one at a time, spine-first. Please ensure nothing is left in the feeder tray.
4. Returns made via the book drop will be registered on the next working day. No late fees will be charged for this delay in processing.
5. In the case of overdue items, late fees are calculated based on the date of registration in the library system, not the date the item is placed in the drop box.
6. Returning overdue library materials via the book drop does not exempt the Reader from paying applicable late fees.
7. Should previously unrecorded damage to returned materials be identified, the Library reserves the right to contact the Reader for clarification and to pursue compensation.
8. It is strictly prohibited to place any items other than the library materials specified in point 1, or donations, into the book drop.
9. Use of the book drop constitutes acceptance of these regulations.