

**MOUNT PROSPECT PUBLIC LIBRARY
CIRCULATION SERVICES CANVAS BAG POLICY**

Policy:

Patrons may checkout canvas bags for the purpose of carrying library materials.

Procedure:

- Patrons may check out a maximum of two (2) canvas bags per library card.
- Canvas bags have a three (3) week checkout period and may be renewed.
- A fine of \$0.10 per day will be charged if the canvas bag is returned late.
- A fee of \$10 per canvas bag will be charged if lost or returned damaged.

Guidelines:

- Maximum of two (2) canvas bags per library card.
- Canvas bags are for library materials only and are not to be used for carrying other items.
- Circulation Staff will provide patron with a plastic bag if fewer materials are being checked out and the canvas bags are in short supply.
- Canvas bags must be returned in the same condition as at the time of checkout.