Reference materials will not circulate unless approved by the Branch Manager or Reference Librarian. In order to circulate the reference item must be replaceable material valued at less than $50. Reference materials will check out for 1 week and cannot be renewed. If the material is returned late the patron will be charged $1 a day for each day the material is overdue until the max fine of $10 has been reached. Only one reference item may be checked out at a time.

References materials will not circulate that are a single source for the information, or the material is in need for a school project for an entire class.