**Circulation and Borrowing Privileges**

**Registration requirements**

The \_\_\_\_\_\_\_\_\_ Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the \_\_\_\_\_\_\_\_ Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the \_\_\_\_\_\_\_\_\_ Library need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every \_\_\_\_\_\_\_ years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the \_\_\_\_\_\_\_\_ Library and is a patron in good standing. There is a fee of \_\_\_\_\_\_\_\_ to replace damaged, destroyed, lost, or stolen library cards.

Individuals residing beyond the jurisdictional boundaries of the \_\_\_\_\_\_\_ Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the \_\_\_\_\_\_\_\_ Library, may purchase a non-resident card for the price of \_\_\_\_\_\_\_. This fee entitles the entire family to use the \_\_\_\_\_\_\_ Library, but not neighboring libraries. The fee for increased reciprocal borrowing privileges is \_\_\_\_\_\_\_\_.

Adults wishing to register for a borrower’s card, renew an expired borrower’s card, or replace a lost, stolen, damaged, or destroyed borrower’s card at the \_\_\_\_\_\_\_\_ Library must bring with them two forms of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver’s license, utility bills, mail, or voter’s registration card. The borrower’s card will be sent to the patron via the U.S. Mail. It will be put in the mail to the patron within three working days of completing the registration.

Children under the age of 18 must have a parent’s signature on any initial application for a library card. The application must be completed with both the child and adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

**ELigibility to borrow**

Individuals presenting valid borrower’s cards issued by the \_\_\_\_\_\_\_\_\_ Library are eligible to borrow materials from the \_\_\_\_\_\_\_\_ Library when the following conditions are met:

1. No materials which are more than one circulation period are overdue on their card.
2. No outstanding fines in aggregate excess of $\_\_\_\_\_\_ have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the library director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

**RECIPROCAL BORROWING**

As a resident card holder, the borrower identified on the valid borrower’s card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making your selections.

**Fees and Fines**

The \_\_\_\_\_\_\_\_\_ Library has established, in addition to the schedule for lost or damaged items, a schedule of fines for overdue materials as well as fees for other services provided by the \_\_\_\_\_\_\_\_\_\_\_ Library. This schedule is part of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Library Procedures Manual. It includes per day fees for books, media, magazines and other parts of the circulating collection.

Fees for library services are part of the Procedures Manual and include fees for photocopies, faxes, printing, etc.

Patrons with responsibility for material in any format which is more than \_\_\_\_\_days overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

**Length of Loans**

The \_\_\_\_\_\_\_\_\_\_ Library circulates materials in a variety of formats including books, magazines, books on cassette, and CD-ROM. The following terms of loan are applicable as indicated:

 Length of Loan # Allowed # of Renewals

Books

Audiobooks

Magazines

Reference

DVD

eReaders

**Lost and/or damaged materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents’ responsibility to pay for lost or damaged items. The replacement cost schedule may be found in the Procedures Manual but includes current or average retail cost for the item plus a processing fee.

**Interlibrary loan**

When patrons want material that is not available within the \_\_\_\_\_\_\_ Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period determined by the lending library, not the \_\_\_\_\_\_ Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the \_\_\_\_\_\_\_ Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

**HOLDS**

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the \_\_\_\_\_\_\_\_\_\_ Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

**Confidentiality of Records**

The \_\_\_\_\_\_\_\_ Library abides by Maine Statute Title 27, Chapter 4A section 121 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered library patrons is confidential material. The \_\_\_\_\_\_\_\_ Library does not make available the records of patron transactions to any party except in compliance with the law. The \_\_\_\_\_\_\_ Library does not make available lists of registered library patrons except in compliance with the law.

**CIRCULATION AND BORROWING PROCEDURES**

**Overdue materials fines**

Books: \_\_\_\_\_ per day, not to exceed the cost of the item.

Books on Cassette: \_\_\_\_\_ per day, not to exceed the cost of the item.

Videocassettes: \_\_\_\_\_ per day, not to exceed the cost of the item.

CD-ROM: \_\_\_\_\_ per day, not to exceed the cost of the item.

**Fees**

 Copies: \_\_\_\_\_\_ per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

 Fax/transmission:\_\_\_\_\_\_\_ per page. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

 Fax/receipt: \_\_\_\_\_\_\_ per page. The \_\_\_\_\_\_\_ Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

 Computer printouts: \_\_\_\_\_ per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.

**Lost and/or damaged materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents’ responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found plus a reprocessing fee of \_\_\_\_\_\_\_\_.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found plus a reprocessing fee of \_\_\_\_\_\_\_\_. Average prices as of July of this calendar year are:

Hard bound books

Soft bound books

Books on Cassette

Videocassettes

CD-ROM products

1. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
2. Bindery repair

Minor repair (in-house)