

CIRCULATION POLICY

1. Patron Registration

All Monroe Township residents are entitled to a free Township Library card. New patrons must show proof of residence when applying for a card. Proof may be a driver’s license, tax bill, or anything stating the applicant’s name and address prepared by an officially recognized organization. In the case of a Monroe Township property owner without a dwelling, a card is issued only to the name(s) on tax bill or deed. Proof is required of all adults. Patrons must be present to receive a library card.

All patrons must provide an alternate contact. An alternate contact may be an employer, relative, friend or rental agent.

Patrons under the age of 18 must have their application signed by a parent or guardian.

OUT OF TOWN RESIDENTS

	\$50 FEE	BOOKS/MAG	VIDEOS DVDS	MEDIA (EXCEPT VIDEOS/ DVDS)	COMPUTER USE	LIBRARY PROGRAMS
Non-Resident	X	X	X	X	X	X
Mural Patron’s (reciprocal)		X		X	X	
Works-in-Town		X	X	X	X	
Township/Board of Ed Employees		X	X	X	X	X

A “Non-Resident” is anyone not residing in Monroe Township or not a resident of a community covered by the MURAL agreement. (Middlesex Union Reciprocal Associated Libraries)

A “Works-in-Town” card will be issued to anyone working in Monroe Township for a minimum of six months, provided that they show proof of employment. Proof must be a recent pay stub from their employer.

Monroe Township Municipal and Board of Education employees are eligible for library cards at no charge.

For Out of Town residents, a media card may be purchased for an additional \$30 fee.

All library/media cards, other than Monroe Township residents, must be renewed annually.

MEDIA CARD \$30 FEE

ELECTRONIC MEDIA	VIDEO (ALL TYPES)	ADULT AUDIO BOOKS	DVD (ALL TYPES)	JUV AUDIO BOOKS	JB CASSETTES	CD	COMPUTER USE REGISTRATION	LIBRARY PROGRAMS
1	1	1	1	1	1	1	1 PERSON	0

2. LOAN POLICY

- a) Materials
- | | |
|--|---------|
| Books (other than reserve) / magazines | 21 days |
| Audio Books | 21 days |
| Musical CDs | 21 days |
| Electronic Media | 14 days |
| Reserve books | 14 days |
| Reserve Audio Books | 21 days |

No loan on Reference material and latest magazine issues.

- b) Limit per library card
- | | |
|------------------------|----------|
| Audio Books | No limit |
| Juvenile Books on Tape | No limit |
| Musical CDs | No limit |
| Electronic Media | 1 device |

- c) Videos and DVDs
- | | |
|---|---------|
| Video cassettes and DVDs (new releases)
Only 1 new release per card. | 2 days |
| Video cassettes
No limit | 21 days |
| DVDs (children's and feature)
Limit 2 | 7 days |
| DVDs (non-feature)
Limit 5 assorted <u>or</u> 1 full set per card. | 7 days |

Cardholder must be present.

No renewals, no reserves on videos or DVDs.

R rated videos and DVDs do not circulate to patrons under 18.

- d) Vacation Loan

Older fiction and paperbacks may be borrowed for a 28-day vacation loan. Nonfiction, high-demand and reserve books cannot be charged out for a vacation loan. Material circulating for 28 days cannot be renewed.

e) Homebound Patrons

Patrons who are homebound may borrow materials for a 28-day loan period. All other material circulates for the standard time allowed.

f) Rental Books

A rental collection is provided by The Friends of the Monroe Township Library.

3. Renewals

Unless otherwise stated, one renewal is permitted.

Exceptions are:

- Reserve Audio Books
- Reserve books
- ILL books
- Videos/DVDs
- Electronic Media

Renewals will be taken over the phone, through the library website or through the automated phone system.

Phone Renewals

Five items per day may be renewed over the phone at one time. There will be no phone renewals on lost items. Phone renewals will be taken after the Library opens, until ½ hour before closing.

4. Mailers

Library materials (except videos/DVDs) that belong to the Monroe Township Library may be returned by mail at the patron's expense. The Library will provide a mailing envelope. Mailers must be sent First Class only. Patrons who mail back material other than First Class will have this privilege suspended.

5. Fines

All materials are considered overdue if they are not returned by closing of the due date.

- | | |
|--|-------------|
| a) Adult books (other than reserve)
CDs, audio books, magazines | .10 per day |
| Juvenile books and materials
(excluding videos/DVDs) | .05 per day |
| Reserve books | .15 per day |
| Reserve Audio Books | .15 per day |

Electronic Media	\$2.00 per day
Video Cassettes/DVDs	\$2.00 per day
Video rewind fee	\$1.00 per item

b) Maximum Fine

Adult books	\$5.00 per item
Juvenile books	\$3.00 per item
Audio books	\$5.00 per item
Video cassette/DVDs	\$10.00 per item
Electronic Media	\$10.00 per device
Musical CDs	\$5.00 per item

c) Blocks

A patron's library card will be blocked when outstanding fines have amounted to \$5.00 or more.

d) Lost Material Processing Fee

The following fees will be charged in addition to the replacement cost of lost items for processing/shipping:

Books/Magazines (adult and children)	\$2.00 per item
Audio Books	\$5.00 per item
Musical CDs, Juv Books on Tape	\$3.00 per item
Video cassettes/DVDs	\$10.00 per item
Electronic Media	\$25.00 per device

6. Overdue Notices

Notices are sent at the following intervals:

1 st notice	7 days after due date
2 nd notice	14 days after due date

If the item(s) are not returned after the second notice, a bill is generated and then mailed to the patron.

7. Lost Material

Since the purchase of library books includes the cost of processing, patrons are responsible for the full replacement cost of lost items. Patrons will not be reimbursed for lost items once they have paid for the replacement.

8. Lost Cards

Upon notification, the library will block a lost card number and issue a new card. Once a card is reported lost, that card number cannot be reinstated. Lost library cards will be replaced for a fee of \$2.00 for the first replacement. Each replacement card, thereafter, will be increased by \$1.00, the maximum fee being \$10.00.

Example:

1st replacement - \$2.00

2nd replacement - \$3.00

9. Holds

Monroe Township Library cardholders can reserve books, audio books and electronic media.

Audio Books and Books may be reserved:

- a) in the Library by completing a reserve card.
- b) by phone.
- c) electronically by completing the reserve form on the Library's web page.
- d) Automated phone system

Reserves will be held for 5 days from the date of notification. After that time, an item not claimed is returned to the shelf or given to the next patron. Patrons who do not pick up these requested books will be charged \$1.00 per item.

10. Inter-Library Loan

The reference staff will borrow materials not in the library collection for Monroe Township residents only. The limit on requests is two (2) per day per patron. The patron will be notified by telephone when the book(s) are available. Inter-library loan books will be held for seven (7) days. Patrons who do not pick up these requested books will be charged \$1.00 per item.

Adopted as revised

December 1998

Revised December 20, 1999

Revised July 16, 2001

Revised December 17, 2001

Adopted: September 23, 2002

Revised April 21, 2003

Revised July 21, 2003

Revised September 13, 2004

Revised October 25, 2004

Revised June 20, 2005

Revised October 17, 2005