

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.

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) or the OPEN BORROWING agreement.

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. This includes residents of communities that do participate in the MURAL, OPEN BORROWING or LMXAC Libraries.

Monroe Township Municipal, Board of Education employees and participating libraries of LMXAC, MURAL AND OPEN BORROWING are eligible for library cards at no charge.

For Out of Town residents, a media card may be purchased for a \$30 fee. This includes residents of communities not covered by the MURAL AND OPEN BORROWING OR LMXAC Libraries. The cardholder is entitled to borrow one item of each media type. A non-resident card may be purchased for a \$75 fee. The cardholder is entitled to full borrowing privileges.

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

2. LOAN POLICY

- a) Materials
 - Books (other than reserve) / magazines 21 days
 - Audio Books/Playaways 21 days
 - Musical CDs 21 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

- c) DVDs (new releases) 2 days
Only 1 new release per card.

DVDs
Limit 10

7 days

Cardholder must be present.

No renewals, no reserves on 2 day DVDs.

R rated 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 with the exception of DVDs which circulate for a 2-day/7-day loan period.

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
DVDs
Summer Reading List books

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

Phone Renewals

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 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 and Playaways	.10 per day
	Juvenile books and materials (excluding DVDs)	.05 per day
	Reserve books	.15 per day
	Reserve Audio Books	.15 per day
	DVDs	\$2.00 per day
b)	Maximum Fine	
	Adult books	\$ 5.00 per item
	Juvenile books	\$ 3.00 per item
	Audio books/Playaways	\$ 5.00 per item
	DVDs	\$10.00 per item
	Musical CDs	\$ 5.00 per item
	Magazines	\$ 3.00 per item
c)	Blocks	

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

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

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, playaways and 7 day DVDs.

Audio books, books, playaways and 7 day DVDs 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

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Adopted and revised

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