

MONROE TOWNSHIP PUBLIC LIBRARY  
CIRCULATION POLICY

1. PATRON REGISTRATION

a) RESIDENTS

- All Monroe Township residents/property owners are entitled to a free Township Library card.
- Proof of residence is required when applying for a library card. Proof may be a driver's license, tax bill or anything prepared by an officially recognized organization stating the applicant's name and address.
- In the case of Monroe Township property owners without a dwelling, a card is issued only to the name(s) on the tax bill or deed.
- Patrons may apply for a library card in person or online at [monroetwplibrary.org](http://monroetwplibrary.org).
- Cards must be renewed every three years.

b) NON-RESIDENTS

- Anyone not residing in Monroe may purchase a Monroe Library card for a \$75 annual fee. These non-resident cards entitle the holder to full borrowing privileges.
- Non-resident cards that have been purchased from neighboring libraries will be recognized by the Monroe Township Library.
- Jamesburg students who attend Monroe Township High School are eligible for a library card at no charge.
- Residents of communities that participate in the MURAL and OPEN BORROWING Agreements, as well as LMxAC libraries, have borrowing privileges in Monroe Township Library.

c) WORKS-IN-TOWN

- Works-In-Town cards will be issued to anyone working in Monroe Township for a minimum of six months, provided they show proof of employment in the form of a recent pay stub from their employer.
- Monroe Township Municipal and Board of Education employees are eligible for library cards. These cards must be renewed annually.

2. LOAN POLICY

a) Materials

Museum Passes	3 days
American Girl Dolls	7 days
DVDs	7 days
Games	7 days
New DVDs	7 days
Tablets	7 days
Mobile Hotspots	14 days
All audiobooks	21 days
Books/magazines	21 days
Musical CDs	21 days
Reserve books	21 days
Spark A Conversation Dementia Kits	21 days
Book Discussion Kits	35 days

No loan on Reference material and latest magazine issues. Library items that are not returned by the close of the Library on the due date are considered late.

b) Limit per library card

All audiobooks	No limit
Books	No limit
Musical CDs	No limit
Spark A Conversation Dementia Kits	No limit
American Girl Dolls	1 per adult Library card holder per quarter
Book Discussion Kits	1 per adult Library card holder
Mobile Hotspots	1 per adult Library card holder per quarter
Museum Passes	1 per adult Library card holder per quarter
Tablets	1 per adult Library card holder
Games	2
New DVDs	2
DVDs	10

Cardholder must be present to check out DVDs

No renewals on New DVDs.

R rated DVDs do not circulate to patrons under 18.

M rated Games do not circulate to patrons under 18.

c) 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.

d) Homebound Patrons

Patrons who are homebound may borrow materials for a 28-day loan period with the exception of DVDs which circulate for a 7-day loan period.

3. Renewals

- a. Renewals will be taken over the phone, through the library website or through the automated phone system. There will be no phone renewals on lost items.
- b. Automatic Renewals. All Library materials are eligible for auto renewals, excluding
  - 1.Items that have active holds
  - 2.Items that have reached their renewal limit
  - 3.New Books
  - 4.New DVDs
  - 5.Summer Reading List books
- c. One renewal on:
  - 1.Book discussion kits
  - 2.DVDs
  - 3.Games
  - 4.Spark A Conversation Dementia Kits

d. Two renewals on all other library materials. Exceptions are:

- 1.American Girl Dolls
- 2.Mobile Hotspots
- 3.Museum Passes
- 4.DVDs
- 5.Reserve Audiobooks
- 6.Reserve Books/Jersey Cat books
- 7.Summer Reading List books
- 8.Tablets

#### 4. Mailers

Printed Library materials and audiobooks 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 returned via First Class Mail, or the patron will have this privilege suspended.

#### 5. Fines

a) Juvenile books and materials (excluding DVDs) No fines are charged

American Girl Dolls	\$ 1.00 per day
DVDs/Games	\$ 1.00 per day
Tablets	\$ 1.00 per day

Mobile Hotspots	\$ 5.00 per day
Museum Passes	\$ 5.00 per day

b) Maximum Fine

DVDs/Games	\$ 10.00
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American Girl Dolls	Replacement Cost
Mobile Hotspots	Replacement Cost
Museum Passes	Replacement Cost
Tablets	Replacement Cost

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 <sup>st</sup> notice	7 days after due date
2 <sup>nd</sup> 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.

## 9. Holds

Monroe Township Library cardholders can reserve:

- American Girl Dolls
  - Audiobooks
  - Books
  - Games
  - Museum Passes
  - Mobile Hotspots
  - DVDs (excluding New DVDs)
  - Spark A Conversation Dementia Kits
  - Tablets
- 
- a) electronically through the Library's online catalog
  - b) by a staff member in the Library
  - c) by phone
  - d) in the Library by completing a reserve card
  - e) by automated phone system

Reserves on books, audiobooks, DVDs and games 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.

## 10. Books By Mail

Monroe Township residents may have books mailed directly to their home. Patrons must specify the mail option when requesting materials (2 book limit). Patrons are responsible for returning items to the library by the due date either by First Class Mail, or by returning items directly to the library.

## 11. 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 when the item(s) is/are available. Inter-library loan books will be held for seven (7) days.

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