

MONROE TOWNSHIP PUBLIC LIBRARY
CIRCULATION POLICY

1. PATRON REGISTRATION

a. Residents

- i. All Monroe Township residents/property owners are entitled to a free Township Library card.
- ii. 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.
- iii. 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.
- iv. Patrons may apply for a library card in person or online at monroetwplibrary.org.
- v. Cards must be renewed every three years.

b. Non-Residents

- i. 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.
- ii. Jamesburg students who attend Monroe Township High School are eligible for a library card at no charge.
- iii. Residents of communities that participate in the MURAL and OPEN BORROWING Agreements, as well as STELLA libraries, have borrowing privileges in Monroe Township Public Library.

c. Works-in-Town

- i. 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 or a letter from their employer.
- ii. 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
Videogames	7 days
New DVDs	7 days

Tablets	7 days
Mobile Hotspots	14 days
All audiobooks	21 days
Books/magazines	21 days
Reserve books	21 days
Spark A Conversation Dementia Kits	21 days
Board Games	28 days
TonieBoxes	14 days
Sega Genesis Mini Consoles	28 days
Sewing Machine Kits	14 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
Spark A Conversation Dementia Kits	No limit
American Girl Dolls	1 per adult Library card holder per quarter
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
Videogames	2 per Library card holder
New DVDs	2 per Library card holder
DVDs	10 per Library card holder
Board Games	2 per Library card holder
TonieBoxes	1 per adult Library card holder

Sega Genesis Mini Consoles	1 per adult Library card holder
Sewing Machine Kits	1 per adult Library card holder

c. At Home Services/Outreach Patrons

Patrons who use At Home Services 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 or through the Library website. There will be no phone renewals on lost items.
- b. Automatic Renewals. All Library materials are eligible for auto renewals, excluding:
 - i. Items that have active holds
 - ii. Items that have reached their renewal limit
 - iii. New Books
 - iv. New DVDs
 - v. Summer Reading List books
- c. One renewal on:
 - i. DVDs
 - ii. Videogames
 - iii. Spark A Conversation Dementia Kits
- d. Two renewals on all other library materials. Exceptions are:
 - i. American Girl Dolls
 - ii. Mobile Hotspots
 - iii. Museum Passes
 - iv. New DVDs
 - v. Reserve Audiobooks
 - vi. Reserve Books/Jersey Cat books
 - vii. Summer Reading List books
 - viii. Tablets
 - ix. Board games
 - x. Sega Genesis Mini Consoles
 - xi. TonieBoxes
 - xii. Sewing Machine Kits

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. No fines will be charged on juvenile books and materials (excluding DVDs), adult books and audiobooks.
 - i. American Girl Dolls \$ 1.00 per day

- ii. DVDs/Videogames \$ 1.00 per day
- iii. Tablets \$ 1.00 per day
- iv. Board Games \$1 per day
- v. TonieBoxes \$1 per day
- vi. Sega Genesis Mini Console \$1 per day
- vii. Mobile Hotspots \$ 5.00 per day
- viii. Museum Passes \$ 5.00 per day
- ix. Sewing Machine Kit \$5.00 per day

b. Maximum Fine

- i. DVDs/Games \$ 10.00
- ii. American Girl Dolls Replacement Cost
- iii. Mobile Hotspots Replacement Cost
- iv. Museum Passes Replacement Cost
- v. Tablets Replacement Cost
- vi. Board game Replacement cost
- vii. TonieBoxes Replacement cost
- viii. Sewing Machine Kit Replacement cost
- ix. Sega Genesis Mini Console 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:

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

If the item(s) are not returned after the second notice, a bill for lost items is generated.

7. LOST/DAMAGED MATERIAL

Patrons are responsible for the full replacement cost of lost and damaged items. Patrons will not be reimbursed for lost items once they have paid for the replacement. A replacement copy of a lost/damaged item cannot be purchased per the STELLA lending agreement.

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

- a. Monroe Township Library cardholders can reserve:
 - i. American Girl Dolls
 - ii. Audiobooks
 - iii. Books
 - iv. Games

- v. Museum Passes
- vi. Mobile Hotspots
- vii. DVDs
- viii. Spark A Conversation Dementia Kits
- ix. Tablets
- x. Board Games
- xi. Sega Genesis Mini Consoles
- xii. Sewing Machine Kits
- xiii. TonieBoxes

b. Reserves/Holds can be placed:

- i. electronically through the Library’s online catalog
- ii. by a staff member in the Library
- iii. by phone
- iv. in the Library by completing a reserve card

c. Reserves on books, audiobooks, DVDs and videogames 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. INTERLIBRARY 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.

11. RETURN OF LIBRARY ITEMS

All Library material can be returned to any Monroe Township Library drop box location, Monroe Township Recreation Center, Monroe Township Senior Center, or any STELLA member library except for the following items:

Spark A Conversation Dementia Kits	Must be returned to the Monroe Township Library Circulation Desk
American Girl Dolls	Must be returned to the Monroe Township Library Children’s Department
Mobile Hotspots	Must be returned to the Monroe Township Library Circulation Desk
Museum Passes	Must be returned to the Monroe Township Library Circulation Desk
Tablets	Must be returned to the Monroe Township Library Children’s Department
Board Games	Must be returned to the Monroe Township Library Circulation Desk

TonieBoxes	Must be returned to the Monroe Township Library Children's Department
Sega Genesis Mini Consoles	Must be returned to the Monroe Township Library Circulation Desk
Sewing Machine Kits	Must be returned to the Monroe Township Library Circulation Desk

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