

## **Circulation Policy**

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Resolution 2014-13; Amendment 2015-7; Amendment 2017-19; Amendment 2017-22;  
Amendment 2020-8; Amendment 2021-5; Amendment 2022-5; Amendment 2022-13

## CIRCULATION POLICY

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### LIBRARY CARDS

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Members must present a Warren County Library card when borrowing library materials. Library cards are not transferable and must be renewed every two years. Members are responsible for all items on their account and agree to pay fines and fees levied by the library for items which are returned after their due date or are lost or damaged.

Stolen cards should be reported to the library immediately. The cardholder is responsible for items checked out on the account up to the date it was reported stolen. Members must inform the library of changes to their names, addresses, phone numbers, and email addresses.

Members that allow others to use their cards are responsible for all materials checked out and any fines or fees that accrue on these materials.

### BORROWING PRIVILEGES

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Libraries are fully inclusive of all members of their community and strive to break down barriers to access. Warren County Library supports the American Library Association's Library Bill of Rights and equitable access to library resources and services for library members. Parents with minor aged children have the right and responsibility to determine their children's access to library resources and advise them on acceptable reading and viewing of library materials. Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. (See the Privacy Policy and N.J.S.A 18A:73-43.2).

Warren County Library members may borrow seventy-five (75) items per library card. Some library materials such as DVDs, Video Games and Music CDs are limited to 10 concurrent circulations per library account. The library may establish additional limits on collections which are in temporary high demand.

Non-circulating materials may be used by the public within the library. These items include reference materials, microfilm, newspapers, and the local history collection.

### RETURN OF MATERIALS

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Members may return Warren County Library materials to any branch of our library system, regardless of where it was checked out. For the convenience of borrowers, library materials may be returned in the book and audio-visual drop boxes provided by the library.

Some items, such as audiovisual equipment, kits, and musical instruments, cannot be placed in the drop boxes; they must be returned inside the library.

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## CHECKOUT OF LIBRARY MATERIALS

A valid Warren County Library card must be presented when checking out library materials. A valid card cannot be expired and the account cannot be blocked because of fines and/or overdue library items.

New Jersey Law requires all library transactions be kept confidential and we cannot checkout any item without presentation of the member card that reserved an item. (See: Confidentiality of Library Records Policy and N.J.S.A 18A:73-43.2)

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## LOAN PERIODS

Library materials may be checked out and renewed according to the table below. Library materials can be renewed for a maximum of 2 additional loan periods. Items which have been requested/reserved by another library member cannot be renewed.

Renewals can be made by accessing your library account online, in person at the library, or by phoning the library during regular business hours. Fines which may have accrued on an item prior to renewal will be added to a member's account.

Library members will be emailed a checkout receipt or offered a printed receipt when borrowing library materials, which will indicate the due date of each item. Members may verify an item's due date by accessing their library account online or by phoning the library during regular business hours. Members calling the library for information about their accounts will have to provide their account numbers. Members using self-checkout may opt to have a checkout receipt emailed to them rather than receive a paper receipt. In cases of dispute, the date due listed on a member's account will be considered accurate.

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## CIRCULATION RULES & FEES

Type of library material	Loan Period	Time reserves held	Renewals	Fine
Book	28 days	1 week	2	n/a
Music CD*	14 days	1 week	2	n/a
CD-ROM*	28 days	1 week	2	n/a
Magazines	14 days	1 week	2	n/a
Videos & DVDs*	7 days	1 week	2	n/a
Video Games*	14 days	1 week	2	n/a
Lucky Day books***	28 days	n/a	0	n/a
Lucky Day DVDs***	7 days	n/a	0	n/a

Kits	14 days	1 week	2	n/a
Audio-visual equipment	14 days	1 week	2	\$3.00 per day; \$30 maximum
e-books, e-magazines, downloadable audiobooks	Varies by product; refer to vendor site for more information			n/a
Interlibrary loans**	Determined by the lending library.	1 week	Determined by the lending library.	n/a
Musical instruments	28 days	1 week	2	n/a

\* maximum of 10 concurrent checkouts

\*\* see separate policy

\*\*\* maximum of 2 concurrent checkouts

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## OVERDUE LIBRARY MATERIAL

Library material is due back at the library on or before the due date for the item. There is no grace period. Members who have given the library an email address will be emailed a courtesy reminder 2 days prior to the due date of items. The library sends these emails as a courtesy only, and fines will not be adjusted should an email not be received.

The library will send overdue notices by mail or email when library materials are overdue and when an account has \$25 or more in outstanding fines or fees. Unpaid accounts will be sent to collections and an additional non-refundable service fee of \$12 will be added to their account.

Members who have lost or have long overdue library materials will be responsible for the full replacement cost of the item, which is the library's original purchase price of the item. Members who have borrowed interlibrary loan material will also be responsible for any additional charges levied by the lending library.

Members are responsible for ensuring they receive library notifications by providing the library with updated contact information.

Library accounts which have more than 5 items overdue or any long overdue items will be blocked and will not be able to check out additional items until overdue items are returned.

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## RESERVING/REQUESTING LIBRARY MATERIALS

All circulating library materials may be reserved with the exception of Lucky Day items.

Library materials may be requested from any of our library locations or online and can be delivered to any Warren County Library branch for pickup. Reserves are filled on a first come, first served basis according to the date and time the reserve was placed. Members will be notified when reserves are available to be picked up.

Until a reserved item has been placed on the holds shelf, it is considered to be available for check out by another member.

Members may suggest the purchase of a title or additional titles of an item by contacting the branch or submitting a purchase request online through our website. (See the Collection Development Policy for further information on suggested purchases.)

The library will contact members by phone and/or email, according to their account settings, when a reserved item is available for pickup. The library may leave a message on an answering machine or with a family member when a reserved item is available for pickup. Library material that is not picked up within the specified time will be returned to circulation or given to the next person on the reserve list. (See above: Circulation Rules and Fees Table) Members, who do not receive a message or have not picked up an item within the time it has been held for them, will not be given preference over other members on a reserve list if they wish to reserve the item again. Individuals picking up reserved items for other members must present the library card under which the hold was placed.

Open borrowers may not place holds on library materials. (See the Library Membership Policy for further information.)

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## PAYMENT OF FINES & FEES

Library members are responsible for all fines and fees on their library card. Parents and legal guardians are responsible for all fines and fees on their minor aged child's library card. Borrowing privileges of parents and legal guardian will be suspended for unpaid fines on their child's account which exceed \$10.

Members can view account information and fines by accessing their library account online. Payments can be made at any branch of the library system, or online through the library website using a credit or debit card.

Member accounts are blocked when the outstanding fees on an account exceed \$10. Accounts with outstanding fees greater than \$25 will be sent to collection and an additional non-refundable service fee of \$12 will be added to their account. Once an account has been sent to collection, all fines and fees must be paid in full before borrowing privileges are restored and actions by the collection agency are terminated.

Members owing less than \$10 who have not had their account sent to collection, can continue to borrow library materials. They must, however, pay all fines and fees when renewing their membership.

The library will not issue refunds.

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## LOST & DAMAGED LIBRARY ITEMS

Library members are responsible for the care of library items while in their possession. Charges for damaged items will be assessed based on the type of damage (see the table below). If an item cannot be repaired, the member will be charged the replacement cost of the item. If an item is lost, members will be charged the replacement cost of the item. Library members will be charged the fees assessed by the lending library for all damaged and lost interlibrary loan items.

Barcode (only)	\$1.00
Art Work (only)	\$3.00
Dust Jacket or Laminate Cover (only)	\$3.00
DVD Case (only)	Single Disc Case \$3.00 Multi Disc Case \$5.00
CD Case (only)	Single Disc Case \$3.00 Multi Disc Case \$5.00
Media Pouches (only)	Cloth \$12.00 Plastic \$1.00
Books on CD with ring cases (only)	Any capacity \$12.00 CD Sleeve for case \$1.00
Labor fee for damaged items	Maximum of \$5.00
Interlibrary Loan Sleeve Removed or Lost	\$3.00

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AMENDMENT 2020-8; AMENDMENT 2021-5; AMENDMENT 2022-5; AMENDMENT 2022-13

