

Jefferson Public Library - Circulation & Overdue Policy

Jefferson Public Library wishes for patrons to enjoy and use the library. We realize that not everyone reads or listens at the same speed and that outside factors can sometimes make it difficult to get to the library. Jefferson Public Library does not wish to make money or augment our budget by charging fines. Jefferson Public Library materials belong to the town of Jefferson and we wish patrons to be considerate of other patrons and the town by returning or renewing materials promptly.

All Library materials are available to the public for “in library use” with the exception of some fragile historical materials.

Loan period for all library materials: 14 days. This includes: fiction, nonfiction, magazines, audio books, and videos. Renewals are not limited and can be made unless there is hold for the item.

New Hampshire Downloadable Books: grants Jefferson Public Library patrons a 14 day loan period for e-books and audio books. There is no overdue fees because items are automatically returned. There are no renewals. You may check the item out as many times as you wish if it is available.

Electronics/Kits: 14 days. This includes: Robotics, Ozobots, 3Doodlers, Snap Circuits, Little bits, Squishy Circuits and other items as they become available. These kits will only be checked out to library patrons 18 years and older. These items can circulate to patrons who have a circulation record with at least 3 months in good standing and who have signed “Electronics/Kits Borrowing Agreement”.

Reference Materials: Do Not Circulate. This includes: un-barcoded items considered to be historically significant Jefferson collection as well as the reference collection. Exceptions may be made at the Library Director's discretion.

Overdue Materials: No fine is charged. If an item is more than one month overdue a email or notice via mail will get sent reminding patrons that they have an item checked out. This is a reminder to check to make sure they still have item and to renew it. If they don't have it anymore and believe it has been returned they are asked to contact Librarian so the matter can be resolved as soon as possible.

Damaged Materials: Except in rare cases damage to materials will not be charged. Charges will be made at library director's discretion – replacement cost, repair cost, popularity of item would be factors into possible charges.

Replacement Cost for Materials: If an item is more than 6 months overdue and patron has not made contact with the library. A fine notice for replacement cost of materials will be mailed or emailed out. If a patron comes in a notifies the library that they have lost an item a fine for replacement cost will be given at library director's discretion. Replacement cost is not necessarily new. In most cases, used less expensive copies of items can be obtained and patron will be billed accordingly. Exceptions may be made at Library Director's discretion.

Approved by Board of Trustees on April 9, 2013; Revised & Approved August 19, 2014; Revised and Approved April 11, 2017

- People who wish to pay an overdue fine or compensate library for damage to a material that would not be charged will be directed to the Donation/Conscience Jar and may donate as they see fit.

Library Cards:

Anyone may obtain a Jefferson Public Library card at no fee. Patron who repeatedly loses a library card may be charged a dollar for a replacement card at the Library Director's discretion.

- Jefferson Public Library will uphold public library standards for privacy and not share circulation information with anyone but patron unless they have given permission.
- Jefferson Public Library prefers for each family member to have their own library card. But, parents may choose to have a card that they use for themselves and their children. Parents can be the family contact on child's card for overdue notices. Children are not allowed to check out items on their parent's library card without parental permission.
- Patrons are responsible for all materials they check out from library.
- New patrons may be limited to 2 audio/video selections at a time for a period of up to 3 months to establish circulation pattern.

Borrowing privileges may be revoked until fines for lost material are paid in full.

Access:

Jefferson Public Library provides equal access to all library materials for all library users. Some materials may not be suitable for all ages, in which case the parent or guardian is responsible for what a child checks out on his or her card.

Photocopies & Printing:

Photocopy machine is available to patrons for \$.20 per page. Patrons are responsible to not infringe on copyright laws.

Wireless Printer is available for use by patrons using library PC's or laptop computers. It is \$.20 per page. Patrons are responsible for not infringing on copyright laws.

This fee may be waived for patrons on as needed basis at the Library Director's discretion.

Laminating Machine:

Laminating machine is available for \$2.00 per linear foot. Librarian will run machine but is not responsible for damage caused by the machine.