



SPOTSWOOD PUBLIC LIBRARY

548 Main Street
Spotswood, NJ 08884
732-251-1515

www.spotslibrary.org

To read. To learn. To discover.

CIRCULATION POLICY

Libraries are built on a foundation of trust and respect for our customers. We lend items, trusting that these will be returned on time and in good condition so we can, in turn, lend these again to others. Our policies are the guides we use to treat everyone fairly and with respect.

A. Library Cards

Statement of Responsibility

All library card holders will:

- Accept responsibility for any use of their library card and agree to abide by library policies and procedures
- Present their library card for all account transactions
- Pay for all lost or damaged materials and pay all fines and fees incurred on their card
- Report lost or stolen cards immediately
- Report changes of name, address, phone number and email promptly
- Accept responsibility as parents or guardians for all fees, lost or damaged items on their children's library cards until 18 years of age

The library acknowledges that all materials may be checked out to any valid library card holder.

Borrowing Records

The Library does not maintain records of what individuals have borrowed and returned in the past, except when overdue fines have not been paid when due, and/or lost materials have been paid for. All information on the individual cardholder is confidential except for notification and collection of overdue materials.

Types of Library Cards

1. Resident/Property Owner

All Spotswood residents are entitled to a free Spotswood Library card based on proof of residency. Proof may be a driver's license, tax bill, lease, utility bill, bank or credit card statement, or rental agreement. A government issued photo ID is also required.

Children not yet in high school must have their application signed by a parent or guardian, who must show proof of residency.

High school students may get a card by showing their current, valid student ID and either a class schedule or report card which shows their home address or they can have their application signed by a parent or guardian, who must show proof of residency. Library card applications can also be filled out online. Once you fill out the form located at (<http://librarycatalog.lmxac.org/uhtbin/cgiirsi/0/SPOTSWOOD/0/122/2015/14>) (please use **ALL CAPS** to fill out the form), you will be assigned a temporary library card number. Print out your temporary card number and bring it with photo ID and proof of residence to the Circulation Desk to receive your library card.

2. Works in Spotswood

Non-residents who are not eligible for a card at another LMxAC Library and, who work in Spotswood are entitled to a free, one-year, renewable card, that is good for programs and services at the Spotswood Library only, and which may be used only by the person in whose name the card is issued. When applying for the card or renewing, the non-resident must show proof of current employment. Proof must be a recent pay stub from their employer, showing the address of the Spotswood business. Proof of home address is also required. If the home office of a company is not based in Spotswood, proof of employment can be a letter from the company indicating the location of the Spotswood office.

3. Non-Resident Cards

Non-residents, who are not eligible for a card at another LMxAC Library, may currently purchase a card for \$50.00 per year. Additional family members residing at the same address can receive a free card by visiting the library with the non-resident and showing proof of address. Non-resident cards must be renewed once a year. This card is good for all the services and programs of the Spotswood Public Library only. The fee for this card is reviewed by the Board every three years to ensure that is equivalent to what Spotswood residents are paying in taxes for library services. Proof of home address is also required.

4. Computer Use Card

Non-residents, who are not eligible for a card at another LMxAC Library, may get a computer use card which can only be used to access the internet. There is no charge for a computer use card.

Customers may not have more than one LMxAC Library card. A current list of LMxAC libraries is available at <https://www.lmxac.org/info/member-libraries/>

Renewing cards

Resident/Property Owner cards are valid for three years from date of issue. Works in Spotswood and non-resident, cards are good for one year. A photo ID and current proof of residence, employment is required to renew a card. Fines and fees do not have to be paid to renew a card, but anyone with more than \$10 in fines will be blocked.

Blocked Cards

Spotswood Library cardholders are currently blocked from further transactions when a card registers more than \$10 in fines, fees or lost materials. Staff restores borrowing privileges promptly when materials are returned, found, or paid for and accounts are settled.

The Team Leaders are authorized to suspend privileges at any time before issuing notices, when abuse of borrowing privileges so warrants.

Replacement of Cards.

The Library charges a \$2 non-refundable replacement fee for lost library cards. At no time is any individual permitted to have more than one valid library card.

Use of Cards by Others.

Library cards are issued to individuals. Customers must use their own library card to check out materials. Exceptions:

1. A library card may be given to a friend or family member to pick up the cardholder's holds. No other materials can be checked out by the friend or family member.
2. Parents may check out materials on their own card for their children's use.

The Library is not responsible for checking that the person who has the card in their possession is the card holder. The card holder is responsible for the use of their card and any fees incurred. Anyone using the library's public computers must have a card issued in their own name.

Lost or Stolen Cards.

Cardholders must immediately report a lost or stolen card to the Circulation Department. Cardholders are liable for materials charged out from the time of loss to the time reported. Lost library cards will be replaced for a fee of \$2.00. Once a card is reported lost, the library will block the card number and the number cannot be reinstated.

PIN numbers

Please visit the Circulation Desk in order to be assigned a PIN (personal identification number) for your library account. PINs **will only** be issued in-person, and cannot be provided via phone or email. PIN numbers are used to access the Library's computers; to review your account, renew items or place items on hold using our online catalog; and to use our online resources.

B. Loan Periods, Fees, Borrowing Limits

1. Loan Periods, Renewals, and Fees

Material Type	Loan Period	Renewals	Fine per Day	Maximum Late Fee
New Adult Books & Audiobooks	14 days	3	.20	\$6.00
Adult Books & Audiobooks	21 days	3	.20	\$6.00
Magazines	14 days	3	.10	\$3.00
ABR/ESL	21 days	3	None	None

CDs	14 days	3	.10	\$3.00
New Blu-Rays & DVDs	3 days	None	\$1.00	\$10.00
Blu-Rays or DVDs	7 days	None	\$1.00	\$10.00
YA Fiction & Nonfiction	21 days	3	None	None
New Juvenile Books & Audiobooks	14 days	3	None	None
Juvenile Books & Audiobooks	21 days	3	None	None
Interlibrary Loans*	varies	None	.25	No Max
Museum Passes	3 days	None	\$10	No Max
Chrome Books	2 hours	None	None	N/A

* Loan Periods for Interlibrary loans are set by the lending library.
Items cannot be renewed if another customer has a hold on them

2. Renewals

- a) Cardholders may renew materials as set forth above.
- b) Cardholders may renew materials any time on the library website, www.spotslibrary.org; or by calling our 24 hour renewal line at 732-750-2965; or, during library hours, by telephone to the Circulation department at 732-251-1515, or in the library themselves. The Library posts overdue fees to the cardholder's account at the time of renewal.
- c) Cardholders may not renew any item that another customer has requested.

3. Borrowing Limits

There is no limit to the number of items that can be borrowed. Reference books, newspapers, and the latest magazine issues cannot be borrowed. The library reserves the right to limit the number of books on a subject or by one author, due to high demand.

C. REQUESTS/HOLDS

1. Cardholders may place requests for materials any time on the library website www.spotslibrary.org; or, during library hours, by telephone to the library (732-251-1515), or in the library themselves at a library catalog terminal or with staff assistance at the circulation desk.
2. Cardholders will be notified by phone or email when a requested item is ready to be picked up. Holds will be held for 3 days from the date of notification. After that time, an item not claimed is returned to the shelf or given to the next customer.
3. Cardholders may not check out an item that is on hold for another cardholder.

D. INTERLIBRARY LOAN (ILL)

Interlibrary loan, or ILL, is the borrowing and lending of materials between libraries. The purpose of interlibrary loan is to obtain materials to meet customer needs when local resources are inadequate. A resident card holder in good standing with a current Spotswood Public Library card may request material using interlibrary loan. Fines and overdues fees must be cleared before an interlibrary loan request will be processed.

It is possible to request these types of materials on interlibrary loan:

- Books with a copyright date of more than one year ago.
- Music CD's, books on CD.
- Photocopies of specific articles in newspapers or other periodicals.

These materials are generally **not** available for borrowing from other libraries:

- Items which are owned by Spotswood Public Library, even if those materials are checked out
- Reference and other non-circulating materials
- Videos & DVD's
- Genealogy material
- Computer software
- Text Books

Interlibrary loan requests may be made **in person** at the Circulation Desk. Customers who regularly request items and then fail to pick them up may be denied access to this service.

There is no charge for most interlibrary loans. However, for items that are only available from out of state libraries, there will be a \$5 postage fee which will be collected at the time that the request is made. If the library is unable to obtain the item for some reason, the postage fee will be returned. Additionally, some materials are only available if fees are paid to the lending library. In such cases, the requesting customer will be consulted before the material is borrowed. All special charges will be passed on to the customer before the item is checked out. Fees could include lending fees, photocopy fees, copyright charges, special postage and handling, and any other costs incurred in obtaining the material.

The Spotswood Public Library is not responsible for arrival times of material.

ILL items may generally be kept for a period of two weeks. If the item is needed for a longer period of time, the Spotswood Public Library must be contacted at least 3 days before the end of the loan period to ensure enough time for the lending library to respond to the request.

The Spotswood Public Library will abide by all conditions set by the lending library for the use of its materials.

Some borrowed materials may be limited to "Library Use Only." The customer may use these materials inside the library only, after leaving ID at the Desk.

The borrower is responsible for lost or damaged books. A bill will be requested from the lending library and the customer will pay this bill in a check made out to the lending library. If the customer does not make payment, Spotswood Public Library will assume responsibility and the customer will be blocked.

E. LOST and OVERDUE MATERIALS

Duplicate copies of lost and overdue notices are generated by the LMxAC circulation system. Notices are sent to both the library user and the library. However, the responsibility for

returning borrowed materials and paying all fines and fees accrued is not dependent upon the cardholder receiving overdue notification.

1. Late Fees.

Late fees are charged on overdue materials for each day the Library is open, according to the current fine schedule, with the following exceptions:

- a. Late fees are not charged for any day on which the Library has a delayed opening or early closing due to a holiday, inclement weather, or other unforeseen circumstance.
- b. Late fees are not charged on days of inclement weather when the library is closed on the decision of the Director.
- c. Fines cannot be refunded once paid. If there is any question about whether or not an item has been returned, no payment should be made until the issue is resolved.

2. Claims Returned Materials.

If a library cardholder notifies the library that an item was previously returned or never checked out when the circulation system indicates that the item is checked out to them, the library staff on duty will check the shelf for the item*. If the item is found on the shelf, the library will waive any overdue fines that have accrued in the system for the item. If the item is not on the shelf, the staff will ask the customer to look for the item again and make a note on their record.

If the customer still cannot find the item and still claims that the item was returned, library staff will set the item to the status of claims returned and notify the Library Director. This will not affect the customer's borrowing privileges. Staff will check the shelves on a weekly basis for the item for up to 30 days. If the item is found, the item will be removed from the customer's record with no overdue fines assessed. If the customer finds the item during the 30 days and then returns it, regular overdue charges will be assessed. If neither the Library nor the customer find the item after 30 days, the item status will be changed to Lost, and the bill for the item and the processing fee will be waived. A customer is limited to two incidents of claiming missing materials have been returned. If the customer claims to have returned more than one item at the same time which cannot be located, this will count as once claims returned incident. Starting with the third incident and any incidents of claims returned thereafter, the customer will be billed in full for the item plus the processing fee.

*Spotswood Library staff can only mark a Spotswood item claims returned. For items that are owned by another library in LMxAC, the customer will have to contact the owning library and they will determine how the situation is to be resolved.

F. CHARGES FOR LOST, DAMAGED, OR UNRETURNED MATERIALS

Restitution must be made for lost, damaged or unreturned materials. Library materials are meant for the use, research, or entertainment of all. Lost, damaged, or unreturned materials breach this trust. Until restitution is made the Spotswood Public Library will block the delinquent cardholder from further transactions, including participation in library programs and the checkout of more materials.

Restitution for lost or damaged materials should be equivalent to the replacement cost of the materials, with the addition of a processing fee. The current processing fee is \$5 per item. The processing fee is non-refundable. The processing fee will be reviewed periodically.

The borrower does not have the option of replacing lost/damaged material with a donated copy. The Library reserves the right to choose replacements that best suit community needs.

When there is question as to whether an item has been damaged beyond further library utility, the library director will be the final arbitrator. If the item can no longer be used in the collection, the customer will be responsible for the complete replacement cost of the item, plus a processing fee. Similarly, if an item has some damage, but is still usable, the library director will determine the appropriate fine for the damages. In the latter case, the assessment of damages will be decided on an individual basis -- based on the extent of the damage and the cost of the item.

a. Audio Books.

The Library charges the cardholder the full price listed in the library catalog for lost, damaged, or unreturned audio books. The Library considers an audio book to be damaged if any part of the case, original cover, original accompanying material, or if any compact discs are lost or damaged beyond normal use. Customers should notify staff about any issues with the disc(s) when they are returned to the library.

b. Books.

The Library charges the cardholder the full price listed in the library for lost, damaged, or unreturned books. The Library considers a book to be damaged if any part of the book, cover, or accompanying material is lost or damaged beyond normal use.

c. CDs and DVDs.

The Library charges the cardholder the full price listed in the library catalog for lost, damaged, or unreturned CDs and DVDs. The Library considers a CD or DVD, to be damaged if any part of the disc case, disc, original cover, or original accompanying material is lost or damaged beyond normal use. Customers should notify staff about any issues with the disc(s) when they are returned to the library.

d. Magazines.

The Library charges the cardholder the price listed in the library catalog or the current retail price for lost, damaged or unreturned magazines.

Replacement Costs

The following is the recommended replacement cost for out-of-print materials. A processing fee will be added to these costs.

PRINT MATERIALS

\$26.00 Adult hardcover nonfiction

\$22.00 Adult hardcover fiction

\$50.00 Adult or juvenile reference

\$15.00 Adult trade paperback
\$15.00 Juvenile hardcover picture books
\$20.00 Juvenile hardcover nonfiction
\$7.00 Mass-market paperbacks
\$7.00 Juvenile trade paperbacks, board books

NON-PRINT MATERIALS

\$25.00 CD-ROMs
\$25.00 Blu-Ray or DVD (1); \$10.00 each additional Blu-Ray or DVD in set
\$15.00 Music CD (1); \$10.00 each additional CD in a set
\$10.00 Audiobook, per disc

The following charges may also be assessed where necessary and appropriate:

Blu-Ray or DVD cases, lost or damaged \$3.00
Blu-Ray or DVD inserts, lost or damaged \$5.00
Dust jacket, lost or damaged \$3.00
CD inserts, lost or damaged \$5.00

G. Refunds.

The library does not refund the cardholder the price of lost, unreturned or damaged items that were paid for by the customer in the event that s/he finds the lost item. Once the cardholder pays for a lost, unreturned or damaged item, the item becomes the property of the cardholder.

H. Returning Library Materials

- All materials should be returned to the circulation desk when the library is open.
- The outside book drop is always open for most materials.
- Museum passes must be returned to the circulation desk.

I. Photocopying and Printing Fees

Black and white \$.15
Color \$.25

J. Faxing Services

As of October 1, 2014, the fee for sending or receiving faxes is set at \$1.00 per page. Faxes can only be sent to numbers in the US or 800 numbers. There is a 10 page maximum per fax.

This policy was reviewed and approved by The Spotswood Library Board of Trustees at a regular meeting on September 18, 2014. Revised: April 21, 2016, February 2, 2017, June 20, 2019, October 17, 2019, December 19, 2019.