

## **CHAPTER 4 CIRCULATION POLICY**

### **Limits on Circulation**

The library limits the number of materials that a patron may check out by category. These are:

Books	20 (3 NEW)
Magazines	5
Puzzles	3
Books on CD	5
Compact Discs	5
DVDs	4 (NEW)

### **Material Circulation Policy**

Patron's library card must be in good standing to be eligible for loan.

#### **Books**

Reference material does not circulate.

General Collection material circulates for 21 days (including children and young adult material).

New Books under 500 pages circulate for 7 days.

over 500 pages circulate for 14 days.

7 and 14 day books limited to 3 per card.

Maximum circulation per card is 20 books, including 7 and 14 day books.

Fines for overdue books is 5 cents per day with a maximum of \$5.00.

Books are renewable unless they are on reserve for another patron. Maximum renewals for all loans is a maximum of 6 renewals.

Language Audio Tapes are circulated the same as general collection books.

#### **DVDs**

NEW DVDs circulate for 3 days

OLD DVDs circulate for 7 days.

Circulation maximum is 4 (NEW) per card.

Fines for overdue DVDs is \$1.00 per day.

Maximum fine is replacement value of the overdue material.

#### **Periodicals**

Newspapers do not circulate.

Magazines circulate for 7 days with a maximum of 5 per card.

Fines for overdue magazines is 5 cents per day.

Maximum fine is the cost of the periodical.

**Books on CDs**

Loan is for 14 days.

5 Books-on CD may be taken out per card,

Fines for overdue materials are 5 cents per day with a maximum fine of \$5.00

Maximum fine for lost or damaged items is full replacement cost plus processing fee.

**Compact Discs**

Loan is for 7 days. If the library is closed, Compact Discs must be returned in the Video Book Drop.

5 Compact Discs per patron may be borrowed.

Full retail cost will be charged for lost or damaged Compact Discs.

A late charge of 5 cents per day will be levied.

**Realia**

Puppets and hard wooden puzzles do not circulate.

Boxed jigsaw puzzles circulate for 7 days.

Jigsaw puzzles are limited to 3 per card.

Fines for overdue puzzles are 5 cents per day with a maximum fine of \$5.00.

Damage to the extent that realia is unusable, or loss of material will be subject to full replacement cost charge.

Donations of realia will be accepted at the discretion of the Director.

**Lost or Destroyed Material**

An item shall be considered LOST or DESTROYED if not returned within 60 days of the due date.

Cost is determined by catalog or listing in *Books in Print*.

Default: Current SCLS Resource Sharing Code.

Patron is allowed a maximum of 3 Claims Returned (a situation in which a patron claims to have returned material of which the Library has no record) before Library privileges are suspended. A notice will be placed on Patron Record indicating loss of Library privilege.

Legal action may be taken in the event of abuse of library lending privileges if considered appropriate by the Board of Trustees.

**Unsolicited Material**

The Director must screen all information being distributed in the Montauk Library.

Any unauthorized information found in any area of the Library will be destroyed.

## MONTAUK LIBRARY DVD POLICY

Name: \_\_\_\_\_ Card # \_\_\_\_\_

### Rules:

- Patron must be 18 years of age (showing proof when requested) and library card must be in good standing to be eligible for DVD loan.
- Membership card must be presented at Circulation Desk at check-out.
- A maximum of 4 items: 1 NEW and 3 OLD DVD titles per adult library card may be borrowed at a time.

The Montauk Library will assume no responsibility for damage to Patron's DVD equipment.

### Loan:

- Entertainment - 3 evenings with return on the 4th day.
- Non-fiction - 6 evenings with return on the 7<sup>th</sup> day.
- If library is closed, DVDs may be returned in the VIDEO RETURN drop located to the north of the main entrance.
- Full retail price will be charged for lost or damaged DVDs.

**Fines:** Overdue fine is \$1.00 per day, per DVD.

### Care of DVDs:

- Return directly to Circulation Desk. When library is closed DVD may be returned through VIDEO RETURN located to the north side of the entrance.
  
- Keep away from magnets, electrical equipment, extreme heat or cold. Do not leave DVDs in your car.

A PATRON'S FAILURE TO OBSERVE THESE RULES MAY RESULT IN REMOVAL OF DVD BORROWING PRIVILEGES.

*I have read the above policy for DVDs and agree to abide by its principles.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Book Selection**

Selection of books for the Library is the responsibility of the Library Director.

The Director may accept suggestions from Library patrons and members of the community as to possible book selections.

Suggestions must be in writing, and must be placed in the container provided, or given to a Circulation Desk Clerk.

## **Collection Management Policy**

The Montauk Library will purchase for its collections materials which will enhance the reading pleasure, education, research and entertainment of our Patrons and visitors. Materials will be selected using various review journals, update releases, and publication articles. Materials will be purchased through the Operating Account, or as a gift through a donation to the Special Fund.

Materials will also be accepted as a donation to the Library, pending approval by the Director. Materials not accepted as an addition to the collections will either be returned to the donor or given to the Friends of the Montauk Library for sale.

All materials to be included in the collections will be processed by the Library and be added to the SCLS Millennium OPAC database.

Materials will be deleted from the collection in several ways:

- damage which is unable to be repaired
- loss of item
- non-circulation of item after a specified period of time
- necessity to update material contained in item

Deleted materials will be offered to the Friends of the Montauk Library after being removed from the SCLS Millennium OPAC database, or discarded if condition warrants. Final discretion for deletion will be the responsibility of the Director.

## PHOTOCOPY FEES

8 ½ x 11	.10
8 ½ x 14	.10
Double Sided	.20
11 x 17	.25

Please ask for assistance if first copy does not print properly.

**MONTAUK LIBRARY  
MUSEUM PASS POLICY**

Museum passes are available to adult patrons of the Montauk Public Library who have a clear patron record. A current Montauk Library card must be presented at check-out.

Passes must be reserved before date of pick-up. Availability cannot be guaranteed if no reservation has been made. If more than one request is made for the same Museum , a waiting list will be established at the Circulation Desk. Passes circulate for three nights. Passes must be picked up between 3 and 6 PM on weekdays and between 3 and 5 PM on weekends.

Pass allows free admission to the Museum and, if stated, a discount at the museum shop. Pass is for the stated number of adults and children. This number differs for each museum. Patron will be given the Pass/instruction packet at check out. Patron Library card must be taken to the museum with the Museum Pass.

Patron is responsible for any additional museum charges. Patron is responsible for all transportation, food, purchases at the Museum.

**CAUTION:**

If Museum pass is reserved and is not picked up before the Library closes, and if another request has been made for the same pass, a \$25 fine will be assessed to the first Patron's record, and the next patron requesting the pass will be contacted for use.

If Museum pass is not returned on time a \$25 fine, per day, will be assessed to the Patron record.

If Museum Pass is lost, the full cost of the Museum Pass will be assessed to the Patron record.

Patron and Guests are expected to represent the Montauk Library at the Museum in the best possible way. If a complaint is received by the Library, future use of the Museum Pass will be disallowed for that Patron.

There are no exceptions to these requirements.

## MONTAUK LIBRARY ELECTRONIC DEVICE BORROWING AGREEMENT

Borrower must be at least 18 years of age with a valid Montauk Library card in good standing. Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will retain this signed contract until the item is returned. A copy of this agreement will be available to Patron.

I, \_\_\_\_\_, take full responsibility for the electronic device I am checking out and will be liable for damage, or replacement according to the following fee schedule:

Kindle Fire Reader: \$169	Nook Color: \$159
Kindle Paperwhite Reader: \$129	Nook Simple Touch Glowlight: \$121
Kindle E-Ink Reader: \$79	Nook Simple Touch E-Ink: \$81
Carry Bag: \$10	Home Charger: \$5
Protective Skin: \$10	

I understand that the electronic device can be checked out for 7 days. It cannot be renewed. I agree to pay overdue fines of \$3 per day if I return the device after the due date. If the device is more than 21 days overdue and/or I do not return it, I understand that I will be held responsible for the cost to replace the device (per fee schedule).

I understand that the electronic device must be returned inside the library directly to a library staff member. The device may not be returned via the outdoor drop boxes.

### Use and Care of the E-Reader:

- If available, a Library staff member will provide instruction in the use of the device, and also assist the patron in learning how to use the Overdrive app to load content onto the device.
- Do NOT register the device with a personal credit card to purchase items.
- Do NOT connect the device to your personal computer.
- Do NOT let anyone else borrow the device or allow children to play with the device.
- Be cautious with the device and keep it safe from water or being dropped.
- Avoid exposing it to extreme temperatures, like leaving it in your car, or anywhere else it may be exposed to damage, including the beach.
- Return the device, along with its charging cable and protective case. Any missing items will result in charges according to the fee schedule.
- Returning the device with no remaining battery charge will result in delay of check-in.

I understand and agree to these rules for use:

User Signature : \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Due Date : \_\_\_\_\_

Staff Use:

Checkout:

Staff Member Name : \_\_\_\_\_ Check Out Date:

Device: (Check one)

- Kindle e-ink
- Kindle Paperwhite
- Kindle Fire
- Nook Simple Touch
- Nook Simple Touch with Glow Light
- Nook Color

Lending Check List:

- Reader is functional/ no damage
- Protective cover is in place
- Charger is included
- Survey included
- Guidelines included

Check-In:

Staff member Name \_\_\_\_\_ Return Date: \_\_\_\_\_

- Reader is functional/ no damage
- Protective cover is in place
- Charger is included
- Survey completed
- Guidelines included

\$ \_\_\_\_\_ late fine recorded or paid ( circle)