



## Mount Laurel Library

### **CIRCULATION POLICY**

*Approved December 15, 2021*

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 except Museum Passes may be checked out to any valid library card holder. Museum Passes may only be checked out by Adult card holders.

##### **1. Lives in Mount Laurel.**

All Mount Laurel Township residents are entitled to a free Mount Laurel Library card based on proof of residency. Proof may be a driver's license, tax bill, or an official document prepared by a recognized organization stating the applicant's name and address.

Cardholders under the age of 18 must have their application signed by a parent or guardian, who must show proof of residency.

## **2. Owns property in Mount Laurel.**

Any non-resident Mount Laurel Township property owner may receive a card issued to the name(s) on tax bill or deed.

## **3. Attends or on staff in schools in Mount Laurel.**

Students and staff in any public or private K-12 schools based in Mount Laurel and Lenape High School may receive a free card based on proof of current enrollment or employment.

- a. Students under 18 may have their application signed by a parent or guardian, who must show proof of residency, in order to receive a standard card.
- b. Students under 18 who are in grades 7-12 in Mount Laurel may receive a limited Young Adult card without having their application signed by a parent or guardian.
  1. Young Adult applicants must still provide proof of Mount Laurel residency or attendance at a Mount Laurel school.
  2. This card will still accrue fines and fees associated with late or lost materials.
  3. This card may be used to register for programs and to access library computers and all online/digital resources and materials.
  4. Young Adult cardholders may check out a maximum of 4 items at one time which can include a maximum of 1 DVD or 1 video game.
  5. Young Adult cardholders may request a maximum of 4 items at one time.
  6. Young Adult cardholders may not check out museum passes.

## **4. Works for Mount Laurel Township.**

Courtesy cards to the library may be issued to any non-resident employee of Mount Laurel Township upon proof of current employment, including police, fire fighters, and other township employees.

## **5. Non-resident cards.**

All purchased cards are valid for one year from the date of purchase.

### **a. Full Service Card.**

Entitles the purchaser to all of the materials, programs and services afforded to a resident cardholder. The Annual Fee is \$90. The fee for a three month card is \$25.

### **b. Works in Mount Laurel.**

Any non-resident Individual working in Mount Laurel may receive a card based on proof of employment and payment of \$45. Proof must be a recent pay stub from their employer, showing the address of the Mount Laurel business. Proof of home address is also required. If the home office of a company is not based in Mount Laurel, proof of employment can be a letter from the company indicating the location of the Mount Laurel office.

## **6. Library Employees**

Non-resident employees of the library are entitled to a free Mount Laurel Library card. With the approval of the director, immediate family members who reside in the employee's household may also receive a free Mount Laurel Library card.

Upon termination of employment, nonresident employees and their family are no longer eligible for a free library card.

### **7. Volunteers**

Non-resident library volunteers may become eligible for a free Mount Laurel Library card upon completion at least 12 hours of volunteer service. To remain eligible for a free card, volunteers must continue to be active by volunteering on a regular basis at least 8 hours per quarter. Individuals performing community service are not eligible to receive a free card.

### **8. Courtesy Cards.**

Courtesy cards may be issued at the discretion of the director.

### **9. State of Emergency Cards.**

Following a declared state of emergency Mount Laurel non-residents staying in Burlington County emergency shelters, with Mount Laurel residents, or as long term residents in Mount Laurel hotels may receive a three month card at no cost. Items loaned are limited to books, DVDs, CDs, audiobooks (no video games, mobile technology or Museum Passes are included). A working phone number must be listed as well as a temporary address and a permanent legal address, if available.

### **10. Renewing cards.**

All library cards must be renewed annually by showing current proof of residence, property ownership, employment or K-12 educational enrollment/employment in Mount Laurel. At the time of renewal all outstanding fines and fees must be paid in full.

### **11. Replacement of Cards.**

The Library charges a \$1 non-refundable replacement fee for lost library cards. At no time is any individual permitted to use more than one valid library card.

### **12. Use of Cards by Others.**

Library cards are issued to individuals. A library card may be used by others with the cardholder's permission, unless that member's own borrowing privileges have been revoked.

The card holder is responsible for the use of their card and any fees incurred.

### **13. Family Groups**

A Family Group consists of two or more library cards that are linked together allowing cardholders in the group to review, modify or resolve issues for other members of the group. At least one adult must be in the group. Each group must fill out one Library Group Form which must be signed by all adult members of the group. Each group member will determine which permissions will be assigned to other group members to manage checkouts, requests, blocks, holds, account information, and notifications.

#### 14. 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.

### B. Loan Periods and Borrowing Limits

#### 1. Loan Periods and Renewals

Materials	Loan Period	Renewals
Books, Magazines, Audiobooks, CDs, and Playaways, ereaders	3 weeks	3
Popular Bestsellers, CDs and Audiobooks	2 weeks	0
Book Express	1 week	0
DVDs, Video Games and Board Games	1 week	1
Popular DVDs	3 days	0
DVD TV series and Binge Boxes	2 weeks	1
Book Club 2 Go	8 weeks	0
Museum Passes	1 day of use	0
Equipment, e.g. cake pans, wattage meters	1 week	3
Reference Material <i>Material lent at discretion of librarian</i>	1 day	0

No loans are made on newspapers, and the latest magazine issues.

#### 2. Renewals

a. Cardholders may renew materials as set forth above.

b. Cardholders may renew materials any time on the library website, [www.mountlaurellibrary.org](http://www.mountlaurellibrary.org); or by calling our 24 hour renewal line at 856-234-5019; or, during library hours, by telephone to the Circulation department, 856-234-7319 option #3; or in the library themselves at a library catalog terminal or with staff assistance at the Circulation desk. c. Cardholders may not renew any item that another customer has requested.

d. If an item is eligible for renewal, the library will automatically renew the item subject to the limitations listed above on the due date unless the cardholder's library card is expired. If the cardholder has an email address on file, an email will be sent confirming the automatic renewal. Cardholders are still ultimately responsible for checking their accounts to confirm all items are renewed or returned on time.

#### 3. Borrowing Limit.

The maximum number of items that can be checked out at one time is 50.

#### 4. Vacation Privileges.

Items not in demand can be extended for more time, at the cardholder's request.

### **C. REQUESTS/HOLDS**

**a.** Cardholders may place requests for materials any time on the library website, [www.mountlaurellibrary.org](http://www.mountlaurellibrary.org); or, during library hours, by telephone to the Information desk, 856-234-7319, ext. 333, or in the library themselves at a library catalog terminal or with staff assistance at the Information desk. A cardholder may request a maximum of 50 items.

**b.** Cardholders will be notified by phone or email when a requested item is ready to be picked up. Holds will be held for 4 days from the date of notification. After that time, an item not claimed is returned to the shelf or given to the next customer.

**c.** Cardholders may not check out an item that is on hold for another cardholder unless they are in a Family Group with permission that allows it.

### **D. OVERDUE MATERIALS**

The Library sends the cardholder up to four notifications of overdue materials. However, the responsibility for returning borrowed materials is not conditional upon the cardholder receiving overdue notification.

The Library suspends borrowing privileges when an item is 14 days overdue or when \$10 or more in overdue fines, fees, and/or lost materials is posted on the cardholder's account. Staff restores borrowing privileges promptly when materials are returned, found, or paid for and accounts are settled. The Library does not suspend borrowing privileges to any cardholder within the same Family Group as the suspended cardholder.

The Circulation Manager is authorized to suspend privileges at any time before issuing notices, when abuse of borrowing privileges so warrants.

The Library uses any legal means available to effect return of materials and/or the payment of fines and fees, including using the services of a commercial collection agency and/or prosecuting in municipal court under pertinent laws and ordinances. In addition to the charges, a service fee of \$10 is charged to the cardholder when a collection agency is utilized.

#### **1. Late Fees.**

A \$25 per day late fee is charged for overdue Museum Passes up to a maximum of \$100 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.

## **2. Claims Returned Materials.**

When a library cardholder has received an overdue notice for an item and notifies the Library that the item was previously returned, the staff conduct a thorough search for the item.

Staff will notify the cardholder of search results by posting a message on a library card account and/or by telephone. The Circulation Manager is authorized to resolve cases in which the cardholder claims the materials has been returned but cannot be located within the Library. A customer may have no more than three claims returned items at any time.

## **E. CHARGES FOR LOST, DAMAGED, OR UNRETURNED MATERIALS**

### **1. Lost Materials.**

The Library's circulation system automatically changes the status of overdue materials to a Lost status when the materials are 35 days past due. At that time a billing notice is sent for the price of the item plus a \$5 processing fee.

### **2. Damaged Materials.**

The Library does not charge the cardholder for damage due to normal use. If an item is damaged beyond repair or has missing parts, the cardholder will be charged the cost of the item plus a \$5 processing fee. Damaged items will be held by the Library until the item is paid for, the missing parts are returned, or four weeks, whichever comes first. Cardholders may keep damaged items for which they have paid.

Books are considered damaged if any part of the book, cover or accompanying material is missing or damaged beyond normal use. Audiovisual materials are considered damaged if any part of the case, cover art, discs or accompanying material is missing or damaged beyond normal use.

#### **Missing parts**

- a. Audiobooks: A \$10 fee is charged to replace a missing disc from an audiobook.
- b. Board Games: If missing pieces can be replaced, a \$5 processing fee will be charged. If too many pieces are missing, the cardholder will be charged the full cost of the game

#### **Cake Pans**

A \$5 cleaning fee will be charged for any cake pans that are turned dirty.

### **3. Refunds.**

If a cardholder returns a lost or unreturned item in usable condition within 60 days after payment, the Library refunds the amount paid. When the cardholder returns the item, library staff will prepare a voucher for payment while the

cardholder is present. Unless the item is returned the same day that the payment was made, the cardholder receives payment by check, by mail, within 35 days.

#### **4. Replacements**

Once a cardholder provides the Library a replacement copy for a lost item in lieu of payment, the replacement item is the property of the Library and is not returned to the cardholder in the event that s/he finds the lost item. A processing fee of \$5 is charged to add the item into the collection.

### **F. BORROWING RECORDS**

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

### **G. INTERLIBRARY LOAN**

The purpose of interlibrary loan is to obtain materials not owned by the Mount Laurel Library. Because Interlibrary Loan involves items owned by institutions other than the Mount Laurel Library, and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing.

Interlibrary Loan service is available to cardholders in good standing with borrowing privileges. Any borrower may have only twenty active requests at any one time. Active requests include both items currently on loan and items currently being searched for.

Interlibrary Loan is not available for any item that is currently owned by the Mount Laurel Library. The Mount Laurel Library will try to borrow music CDs from within the state of New Jersey only.

Most Interlibrary Loan items are checked out for three weeks and DVDs are checked out for one week. Loan periods may be changed by the lending library. Renewals, which are solely at the discretion of the lending library cannot be guaranteed. Replacement costs for damaged or lost items are determined by the lending library.