

Cranbury Public Library

Circulation Policy

Introduction

The Cranbury Public Library has over 30,000 books, newspapers, magazines, CDs, audio books, videos, electronic games and equipment available for the enjoyment of library users.

Borrowing Privileges

The following individuals are eligible for borrowing privileges:

- Adult and High School age residents of Cranbury who present current valid proof of residence.
- Pre-high school age residents of Cranbury whose parents' present current valid proof of residence and take responsibility for the juvenile/child's borrowing activities by signing the application for a card.
- Employees of Cranbury businesses who present current valid proof of employment and valid personal identification.
- Individuals who have a valid resident library cards issued by any library which has reciprocal borrowing privileges with the Cranbury Public Library and who present valid identification.

Cranbury resident cards are valid for 2 years. Complimentary cards, issued to employees of Cranbury businesses are valid for 1 year. There is no fee for the initial library card and only one card/keytag set is permitted per person.

Individuals who are not residents of Cranbury may purchase a paid membership card for a \$25 yearly fee. Holders of paid membership cards have all the privileges of regular Cranbury cardholders. They may borrow, reserve materials, and request interlibrary loans.

Cardholders of libraries that have reciprocal borrowing privileges with the Cranbury Public Library may borrow materials from the Cranbury Public Library but may not reserve materials, request interlibrary loans or borrow certain items such as equipment and museum passes.

Cardholders are responsible for informing the Cranbury Public Library of any change of name, address or phone number or any change in status that impacts their eligibility for Cranbury Public Library borrowing privileges. The Cranbury Public Library reserves the right to request that cardholders provide current proof of eligibility before permitting cardholders to borrow materials.

Individuals obtaining library cards from the Cranbury Public Library are financially responsible for all materials borrowed using their cards from the Cranbury Public Library and from libraries having reciprocal borrowing privileges with the Cranbury Public Library. Lost or stolen library cards should be reported to the Cranbury Public Library immediately.

Cardholders borrowing equipment must be 18 years of age or older and in good standing.

Library Card Renewals

Cranbury Public Library cards may be renewed by presenting valid identification and valid current proof of resident, taxpayer, or employee status. Payment of the annual \$25 fee is required to renew a paid membership.

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Circulation Rules, Fines and Fees

- Cardholders may borrow only one copy of a title at any one time.
- The maximum overall number of items that can be on loan to a cardholder is 45. Cardholders who are at the maximum number of borrowed items cannot borrow additional materials until they have returned a sufficient number of outstanding items to keep them from exceeding the 45-item limit.
- Cardholders who have \$5 or more in outstanding fines/fees will have their cards suspended until they have paid their outstanding fines/fees.
- Cardholders who have material overdue for over 8 weeks will have their cards suspended until they have returned the material and paid their outstanding fines/fees.
- Members who cards are suspended cannot borrow, reserve or renew additional materials

The following table identifies the borrowing periods, permissible number of renewals, maximum number of items of a type that may be outstanding per cardholder, the fine/fee rate per day that the library is open, the maximum overdue fine/fee per undamaged returned item.

Materials	Loan Period	Max # of Renewals	Max# of Items on loan	Overdue Fine per Day	Maximum Overdue Fine Item
New Books (children and adult)	2 weeks	1	15	none	n/a
Adult, High School and Young Adult Books	4 weeks	1	15	none	n/a
Juvenile/Children's Books	4 weeks	1	30	none	n/a
Summer Reading List Books	2 weeks	1	5	none	n/a
Magazine Back Issues	2 weeks	1	15	\$.10	\$5 per magazine
Audio Books	2 weeks	1	15	\$.10	\$5 per audio
Videos	1 week	1	5	\$ 1.00	\$10 per video
CDs	2 weeks	1	15	\$.10	\$5 per CD
Museum Passes	3 days	0	1	\$2.50	Cost of pass
Games	1 week	1	1	\$ 1.00	\$25 per game
E Readers	2 weeks	1	1	\$2.00	\$260
Interlibrary Loans (dvd)	set by sending library		5	\$1.00	cost of dvd
Interlibrary Loans (other)	set by sending library		5	\$.25	cost of item

Patrons may pay for fines and/or fees by cash or a check made out to the Cranbury Public Library. If a check is returned for insufficient funds, the associated bank handling fee is charged back to the patron along with the unpaid fine/fee.

Fee to Send/Receive Faxes

Faxes sent within the continental US are \$2.00 for the first page and \$1.00 for each additional page. Faxes sent outside the continental US are \$4.00 for the first page and \$1.00 for each additional page. All incoming faxes are \$1.00 per page.

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Additional Fees

Photo copies are 15 cents a page for black and white and 50 cents per page for color. Microfilm copies are 15 cents a page. Computer printouts (only black and white) are 15 cents a page with a limit of 50 pages per day per library user. Library users may print up to 5 pages from the online catalog for free per day. Purchase of a flash drive is \$10.

Reserves

Cranbury Public Library cardholders may reserve materials through the following process:

- Any circulating item in the catalog can be reserved in person, online, by phone, or email. Up to 15 juvenile materials and 5 adult materials may be reserved at any one time.
- If the item has already been reserved by others the cardholder will be placed on a reserve list for the item in the sequence in which the request was processed.
- Cardholders will be notified by phone or email as soon as the item is available and placed on hold.
- For most items cardholders have seven days after notification to pick up the item before the hold expires. The DVD hold expires after 2 days and the museum pass hold expires after 1 day.

Renewals

Overdue items will automatically renew once if there are no reserves on the item. Materials may also be renewed in person, online, by phone, or email, up to the maximum number of renewals listed in the Circulation Rules Section above. If an item has been reserved by another patron, it may not be renewed.

Overdue Notifications

Responsibility for returning overdue materials and paying overdue fines and fees rests with the cardholder and is not conditional on the Cranbury Public Library phoning or emailing overdue notifications which are made or sent only as a courtesy.

Cardholders will receive the following communications by email or phone:

- Notice that materials are due in two days.
- Notice of automatic renewal.
- Notice of items that cannot be renewed and are now 2 days overdue.
- Notice of items 4 weeks overdue
- Notice of items 8 weeks overdue and cardholder privileges are suspended. Items are now considered lost and cardholder will be billed.

Cardholders will be emailed or mailed a bill when a cardholder's total fines/fees have reached \$50 indicating that if the fines/fees are not paid within 2 weeks the library may engage the services of a collection agency.

Every effort is made to properly record the return of materials. Forgiveness of fines/fees for materials reported returned which are then located on the shelf is at the discretion of the Cranbury Public Library and limited to 5 instances per cardholder. Unforgiven fines/fees may be appealed using the Cranbury Public Library Appeal Process.

Cardholders who become homebound and cannot return materials to the Cranbury Public Library should immediately inform the library to make arrangement for a pickup to avoid overdue fines.

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Returns

Materials may be returned to the Cranbury Public Library Circulation desk or deposited in the Book Receptacle outside the main entrance. Materials must be placed in the receptacle before library closing time of the date they are due to avoid overtime fees. Museum passes and eReaders must be returned directly to the circulation desk.

Fines will not be charged for any days on which the Cranbury Public Library is closed or closes early as a result of inclement weather or some other emergency.

Interlibrary Loans

Cranbury Public Library cardholders may request materials not listed in the Cranbury Public Library catalog.

- Requests for interlibrary loans may be made in person or by phone, mail, email or fax.
- Cardholders will be notified by phone or email as soon as the material is available.
- Items are checked out immediately to the cardholder. If not picked up the item will be returned to the lending library on the due date and the patron requesting the interlibrary loan will be charged a \$2.00 service fee.
- Loan conditions are set by the library that owns the material and will be disclosed to the Cranbury Public Library cardholder when the material is picked up.
- Interlibrary loan materials **must** be returned to the Cranbury Public Library.

Lost/Damaged/Stolen Materials

Cardholders are responsible for the cost of replacing lost or stolen material. Lost or stolen materials will be replaced at the list cost of the material plus a \$5 processing fee. Out of print materials will be replaced by similar materials at the cost listed in the chart below plus a \$5 processing fee. If a cardholder locates missing material after having paid for its replacement, the cardholder owns the misplaced material.

The Cranbury Public Library reserves the right to determine if a damaged book requires replacement. Borrowers must bring any existing damages to the attention of the Cranbury Public Library when the material is borrowed to avoid replacement fees.

The following chart indicates the cost of replacing out of print materials.

Materials	Replacement Cost
Adult, High School and Young Adult Books	\$25 hard; \$7 paper plus \$5 processing fee
Juvenile Books	\$15 hard; \$4 paper plus \$5 processing fee
Magazines	\$5 plus \$5 processing fee
Audio Books	\$60 per book plus \$5 processing fee
Videos	\$20 plus \$5 processing fee
Music CDs	\$15 plus \$5 processing fee
Electronic Games	\$30 plus \$5 processing fee
eReader equipment	Kindle \$260; cover \$35, power adapter \$20

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Replacement of Lost/Damaged /Stolen Library Cards

Lost or stolen library cards should be reported to the Cranbury Public Library immediately. Cardholders are liable for materials charged out at the Cranbury Public Library and at libraries that have reciprocal borrowing privileges with the Cranbury Public Library from the time the card is lost to the time the loss is reported to the Cranbury Public Library.

No fee is charged for the first card replaced. The cost of a second replacement is \$2 and the cost of subsequent replacements is incremented by \$1 per replacement to a maximum of \$5.

Library Theft Laws

Library users who steal or willfully conceal library material may be found in violation of the New Jersey Code of Criminal Justice (Section 2C 20-12 through 20-15) and maybe referred to the police and may also have their library privileges revoked.

Confidentiality of Records

Information about the use of library materials by specific users will not be released unless mandated by law or required for the efficient and effective operation of the Cranbury Public Library.

Loss of Privileges

The Cranbury Public Library reserves the right to reject, suspend or revoke library privileges at its discretion and library users must turn over their library cards when requested by the Cranbury Public Library Director or authorized staff.

Appeal Process

Loss or denial of library privileges and fines/fees/damages may be appealed to the Cranbury Public Library Board of Trustees by following the Cranbury Public Library Appeal Process.