

LOAN/OVERDUE POLICY
NEWFIELD PUBLIC LIBRARY

Loan Policy:

- All patrons must fill out a library card, which includes name, address, and phone number. Patrons under the age of 18 must have a parent or responsible adult sign their card.
- Books, periodicals, digital readers/tablets and books on CD are on a three week loan period unless otherwise stated.
- To borrow DVDs and mp3 players, the patron must be at least 18 years of age and have a valid library card with no outstanding fines.
- DVD loans are limited to three per family and the loan period is one week.
- All library materials should be returned by closing time on the day they are due.

Overdue Policy:

- Overdue books, periodicals, mp3 players and books on CD are charged at the rate of \$.10 per open library day.
- Overdue DVDs and digital readers/tablets are charged at the rate of \$1.00 per open library day.
- Fines in arrears for two months will be referred to the board of trustees. At the discretion of the board, the patron's library privileges may be suspended.
- Fees for lost or damaged materials should be paid within three months. For replacement costs, please check with the library director.
- The library director will attempt to notify patrons of overdue materials. However, it is the responsibility of the borrower to return materials on or before the due date.

These policies are set by the library board of trustees, and are enforced by the library staff. Questions about policy should be directed to the board of trustees.

February 2003, revised June 2012