

## LOAN/OVERDUE POLICY

### NEWFIELD PUBLIC LIBRARY

#### ***Loan Policy:***

- All adult patrons must present proof of ID, sign and fill out a library card, which includes name, address, date of birth and phone number. Patrons under the age of 18 must have a parent or responsible adult sign their card.
- To borrow DVDs and video games the patron must be at least 18 years of age and have a valid library card.
- All library materials should be returned by closing time on the day they are due.
- Please see the below chart for specific hold limits, borrowing limits, loan periods and renewals per item type. Books loaned by libraries from outside the Finger Lakes Library System (out-of-system Interlibrary Loans) may have different loan periods and late fees.
- Items can be renewed if no one else has placed a hold on the item. Most items are automatically renewed whenever possible. Items cannot be renewed if a hold has been placed on the item by another patron or if it is an out-of-system interlibrary loan.

#### ***Overdue Policy:***

- Newfield Public Library is a fine-free library. We do not charge fines for overdue materials except for interlibrary loan items. We still ask that all items be returned on or prior to their due date.
- Any items not returned within 30 days of their original due date will incur a cost for replacement. A bill for replacement will be sent to the patron. Fees for lost or damaged materials should be paid within three months. For replacement costs, please check with the library director.
- Patrons with accrued account balance of \$10 or more will be blocked from checking out materials until fines have been paid.
- The library will attempt to notify patrons of overdue materials or lost or damaged item costs. However, it is the responsibility of the borrower to return materials on or before the due date.

Item	Hold Limit	Borrowing Limit	Loan Period	Renewals	Fine
<b>Total Items per Card</b>	20	50			No fines
<b>Books</b>	20	50	21 days	1	No fines
<b>Magazines</b>	10	10	21 days	1	No fines
<b>DVDs</b>	5	5	7 days	1 (2x on titles with	No fines

				3+ discs)	
<b>Audiobooks on CD</b>	5	5	21 days	1	No fines
<b>Video Games</b>	5	5	7 days		No fines
<b>Storytime Backpacks</b>	2	2	14 days	1	No fines
<b>Items from other FLS libraries</b>	20	20	Varies	Varies	No fines
<b>Interlibrary Loan Items "ILL"</b>	5	20	Varies	0	\$1 per item per day with a \$30 max per item
<b>eBook</b>	No limit	5*	Varies	1	No fines
<b>eAudiobooks</b>	No limit	5*	Varies	1	No fines

\*Does not count toward overall limit of 50 items.

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, revised September 2016, revised April 2019