

**Borrowing Policy**

6/21/2017

**Borrower Responsibilities:**

* **Don’t lend your card to someone else. It belongs only to you. You are responsible for the materials borrowed with it.**
* **Return all borrowed material on time. Borrowers who have overdue material will not be entitled to additional borrowing privileges until all delinquent items are returned.**
* **In case borrowed materials are returned late, are lost or damaged, pay the required charges. An individual who owes the Library money forfeits his/her right to borrow material until the past due account is settled.**

**Loan Periods**

|  |  |  |  |
| --- | --- | --- | --- |
| **Media** | **Duration** | **Media** | **Duration** |
| Books | 4 weeks | New DVDs/Christmas Books | 3 days |
| New Books | 2 weeks | DVDs | 2 weeks |
| Summer reading books | 2 weeks | New DVD series | 1 week |
| Juvenile Holiday books | 2 weeks | Juv.Book CDs | 2 weeks |
| Magazines | 2 weeks | Circulating Encyclopedias | 2 weeks |
| Music CDs | 2 weeks | Reference books | 1 week |
| Audio books on CD | 4 weeks | Curriculum kits | 4 weeks |
| E-reader devices | 2 weeks | Museum passes | Overnight |
| Wireless Hot Spot | Up to 14 days | Bakeware | 2 weeks |

**Wireless Hotspots:**

• Borrower must be 18+ years of age. Checkout period is 14 days.

• Unlimited data usage.

• Overdue fine $10.00/day. Replacement cost $125.00 for device. $30 for charger and/or cord. $15 for case.

• No renewals. 7 days after returning, if device is available, it may be checked out again.

• No holds allowed. Cannot be put in transit. Check with Circulation Desk to put name on waiting list.

• Norfolk Public Library patrons are given preference.

• Device, charger, charger cable instructions and pouch must be returned to a librarian at the Circulation Desk.

• DO NOT return device in the Book Drop. There is a $10 fine for devices returned in the book drop.

• Due to high demand, patrons who fail to return a device on-time will be prohibited from checking out a device for a 30-day period. Patrons who fail to notify the library of a cancelled reservation on two occasions will have reservation privileges revoked for one year. Patrons will be permitted to borrow a device based on walk-in availability.

**Bakeware:**

• 1 renewal allowed

• No holds allowed. Cannot be put in transit.

• Do not return in the Book Drop Must be returned to NPL's circulation desk

• $5 fine assessed if returned dirty

**Fines/Fees**

Materials not returned by their due date accrue fines and fees according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Media** | **Charge per day** | **Maximum Fine** | **Lost Material Processing Fee** |
| Juvenile Books | $.10 | $3.00 | $5.00 |
| Mass Market Paperbacks | $.10 | $3.00 | $5.00 |
| Magazines | $.10 | $3.00 | $5.00 |
| Adult Books | $.10 | $5.00 | $5.00 |
| Young Adult Books | $.10 | $5.00 | $5.00 |
| Reference | $1.00 | $10.00 | $5.00 |
| Audio Books on CD | $.50 | $5.00 | $5.00 |
| Music CDs | $.10 | $5.00 | $5.00 |
| Rental Books | $.25 | $5.00 | $5.00 |
| Media Kits | $.10 | $5.00 | $5.00 |
| Curriculum Kits | $.50 | $10.00 | $5.00 |
| Juvenile DVDs | $.50 | $10.00 | $5.00 |
| DVDs | $1.00 | $10.00 | $5.00 |
| E-Reader devices | $1 | $10.00 | $5.00 |
| Museum Passes | $5.00 | $15.00 | $5.00 |
| Wireless Hot Spot | $10.00 | Cost of replacement | $5.00 |
| Bakeware | $.10 | $5.00 | $5.00 |

**Limits**

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Exceptions** |
| 30 | Items within Guidelines below | Pre-school card holders limited to 5 items |
| 3 | Books per subject  | Only 2 for school projects |
| 3 | Issues of a single magazine |  |
| 6 | CDs | Only 2 Christmas theme CDs |
| 2 | Audio Books on CD |  |
| 6 | Juvenile Audio Books |  |
| 2 | Curriculum kits |  |
| 6 | DVDs | Per household, of which 2 can be new |
| 1 | E-Reader device |  |
| 1 | Museum pass per household per day.Non-residents must have SAILS Library card. | An individual museum pass may not be borrowed more than once per week. During school vacation weeks, 2 passes per family per week |
| 1 | Wireless Hot Spot |  |
| 1 | Bakeware |  |

Revised 10/26/2016

Revised 6/21/2017