

New Brunswick Free Public Library Registration and Circulation Policy

Approved September 28, 2005

It is the policy of the Board of Trustees of the New Brunswick Free Public Library to encourage the use and borrowing of the Library's print and non-print materials. To provide equal access to the Library's finite resources, certain regulations are necessary. Abuse of these regulations is grounds for denial of borrowing privileges. The librarian in charge may make exceptions to this policy in individual instances when those exceptions improve service to the community.

Registration

People who live, work, own real property, or attend school in the City of New Brunswick may register for a library card without charge. People who have overdue books or owe fines in excess of the borrowing limit at libraries with which the New Brunswick Free Public Library has reciprocal-borrowing arrangements are not permitted to register for a card until they have cleared their record with the other library. Library cards are non-transferable, remain Library property, and must be surrendered on request.

Library cards are issued to individuals; however, a parent/guardian may use their card to borrow for their child.

Children under the age of thirteen who have not completed sixth grade will be issued a library card in the Children's Room. A parent or guardian must sign the registration card. The parent/guardian takes full responsibility for the selection and return of the materials that a child borrows.

New registrations are for six months. Renewals for resident patrons are for three years; for non-residents, one year. Patrons are required to clear their account at this library and any reciprocal borrowing library before renewal or replacement of their card.

A fee of \$1.00 or less may be charged for a lost card, or for borrowing materials without a library card. Acceptable identification may be required.

Other people may register for a library card for an annual fee. Such fee will exceed the direct per capita appropriation from the City of New Brunswick for the previous fiscal year.

Anyone having a valid library card from another community that accords New Brunswick residents' privileges equal to that of their own residents may use that library card at this library. Residents of communities that restrict privileges to New Brunswick residents will have their privileges similarly restricted.

Circulation

Library cards may be used to borrow materials in all sections of the building. Patrons are expected to limit their borrowing to a reasonable number of items.

A patron's privileges may be suspended when a patron owes more than \$5.00 in fines or charges for lost materials or has lost materials outstanding. A patron's privileges may also be suspended when they have lost items or exceed the fine limit at any reciprocal borrowing library.

Renewal of borrowed materials may be done in person, by telephone, or online.

Privacy

The library respects the privacy of its patrons and, except for library purposes or for legal necessity, will not divulge individual registration or circulation information.

Fines on Overdue Materials

No materials are considered returned until all parts, including containers, are returned. A notice is sent as a courtesy requesting the return of items that have become overdue. Fines may be reduced or excused on the discretion of the librarian in charge of the area for reasonable cause.

Collection of Non-returned Materials

Patron accounts with non-returned materials totaling \$50.00 or more may be given to a collection agency after overdue notices and a letter explaining the law have been sent. Additionally, fines owed by those patrons will be turned over to the agency. The Board will request prosecution of persistent (over \$100.00) offenders.

Lost, Damaged, or Mutilated Materials

Patrons are responsible for the cost of replacing lost or damaged materials. Such cost is the replacement cost plus, as appropriate, the costs of recovery, reordering, and reprocessing. These charges are a penalty and convey no interest in the items. The librarian in charge will set charges for damaged items.

Circulation Periods, Fines, and Renewals*

Item Type	Loan in Days	Fine/Day	Renew	Maximum Fine	Default Charge if Lost ^{†*}
General Adult Books	14	.10	Once	\$3	\$25
New Books	14	.10		\$3	\$25
YA Books	14	.10	Once	\$3	\$15
Children's Books	14	.05	Once	\$3	\$15
Magazines	14	.10	Once	\$3	\$3
Children's Magazines	14	.05	Once	\$3	\$3
Interlibrary Books	14	.10		\$3	\$25
Interlibrary Videos	3	1.00		\$10	\$25
Literacy and ESL	14	.10	Once	\$3	\$25
Books on Tape	14	.10	Once	\$3	\$10
Books on CD	14	.10	Once	\$3	\$40
New Theatrical Videos/DVDs (No Holds)	3	1.00		\$10	\$25
Theatrical Videos/DVDs	3	1.00		\$10	\$25
Non-Theatrical Videos/DVDs	7	1.00		\$10	\$25
Reference items	OV [‡]	\$10		Unlimited	\$80
Children's Reference	OV	\$10		Unlimited	\$40
Archive	OV	\$10		Unlimited	\$50

* Other items may be charged as appropriate for public service. These rules apply to New Brunswick Library items. Loaning library rules may apply for inter-library holds and loans since loaning libraries may have their own rules and those parameters will determine the loan period, fines, etc.

[†] If no price is listed in item record.

[‡] OV - Reference sources do not normally circulate, but may be borrowed overnight (thirty minutes before closing) and returned the next morning (within thirty minutes of opening) with permission of the librarian in charge.