

New Brunswick Free Public Library Registration and Circulation Policy

Revised April 26, 2017

It is the policy of the Board of Trustees of the New Brunswick Free Public Library to encourage the use of the Library's materials and services. To provide equal access to the Library's finite resources, certain regulations are necessary. Abuse of these regulations is grounds for denial of 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.

Registration Card (front)

Type (for Library use): _____
Print Name: _____
Address: _____
City/State/Zip: _____
Telephone/email: _____
Employer, Address and Phone: _____

Second Contact, Address & Phone: _____

If under the age of 18, complete top portion of other side.
Signature/Date: _____
I accept full responsibility for the materials selected, for the prompt return of all materials, and for any charges incurred. I will notify the library of any change of address

Registration Card (back)

Child's Date of Birth: _____
Parent's Signature: _____
<input type="checkbox"/> My child should NOT have Internet Privileges
To be completed by Library Staff
Identification Shown
1) _____
2) _____

Library cards are issued to individuals; however, a parent/guardian may use their card to borrow for their child. A parent/guardian may have a library card issued to a child by signing the registration card. Children under the age of thirteen who have not completed sixth grade will be issued a library card in the Children's Room. The parent/guardian takes full responsibility for the selection and return of the materials that a child borrows and for any fines that are incurred.

Computer Use Only

Individuals who are not eligible or unable to apply for a regular library card and who do not wish to borrow materials may apply for a Computer Use Only card. One valid item of identification is required at registration. All Electronic Resources policies apply.

New registrations are for six months. Renewals for resident patrons are for three years, one year for non-residents, and Computer Use registrations are for six months.

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. The librarian in charge may waive or omit the fee when appropriate.

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.

DVD Application Card

New Brunswick Free Public Library - DVD Application	
Borrower's Name: _____	Age (if minor): _____
Address: _____ Phone: _____	
I am applying for permission for <input type="checkbox"/> myself <input type="checkbox"/> my child (Check one) to borrow <input type="checkbox"/> theatrical <input type="checkbox"/> non-theatrical <input type="checkbox"/> both (Check one) DVDs. I understand that they may be borrowed for 2 days (theatrical) or 7 days (other DVDs) and must be returned in person. I will be responsible for all charges including fines (\$1.00/day) if returned late, replacement charges if lost, or penalties if improperly returned. I will comply with all other library regulations and with all copyright laws and regulations. (If signing for my minor child) - I take complete responsibility for my child's selection of DVDs.	
Signature: _____	Date: _____
If signing for a minor, Printed Name and Relationship: _____	

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.

Hold and Interlibrary Loans (ILL)

New Brunswick Free Public Library card holders and patrons from reciprocating libraries with valid library cards may request the library to obtain books and other library materials for them. Interlibrary Loan materials circulate as specified by the lending library or for two weeks if the lending library does not specify a period.

Patrons must pickup materials by the library's closing, excluding Sundays, within one day of notification for New Brunswick and LMxAC video materials, three days for other New Brunswick and LMxAC holds and within five days for other interlibrary loaned materials. If a patron has two or more video materials holds waiting for pickup, additional holds will not be held and will be cancelled. Holds not canceled before notification and not picked up within the pickup period may be assessed a \$1.00 fee per item.

The patron must pay any charge imposed by a lending library before the material is picked up.

The library will honor requests from other libraries to interlibrary loan materials when those materials normally circulate. Materials are checked out to the requesting library for 14 to 28 days. Renewals are based on the demand for the materials at this library.

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 in good condition. 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
Children's Book New	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
DVDs New Theatrical	3	1.00		\$10	\$25
DVDs Theatrical	3	1.00		\$10	\$25
DVDs TV	7	1.00		\$10	\$25
DVDs Non-Theatrical	7	1.00		\$10	\$25
Playaway Children's	14	.10	Once	\$3	\$10
Playaway-YA	14	.10	Once	\$3	\$40
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.

