

# Free Public Library of Audubon

## Membership/Circulation/Overdue Policies

Effective January 26, 2009

### MEMBERSHIP

#### --Resident of Audubon

- 1) Adult (18 years of age or older)  
ID with current address is required. i.e.: Driver's license, mail with address (**no handwritten envelopes can be accepted**), or any formal document that matches the name with the address. Post office box is not acceptable.
- 2) Juvenile (3 – 17 years old)  
Requires signature of parent or guardian. **Parent or guardian must be cardholder with our library.**
- 3) A patron card is required for checkout of all materials. If patron does not have library card on hand and can produce identification and has no overdue materials checkout will be allowed.
- 4) Duplicate card fee \$1.00 for the first time, any time thereafter \$5.00.
- 5) Library privileges will be suspended when the amount of a delinquent account reaches \$5.00. A parent or guardian's privileges will also be suspended when the amount of a child's delinquent account reaches \$5.00. Accounts must be cleared before borrowing privileges can be reinstated. There is a replacement fee for lost, long overdue or severely damaged materials.

#### --Non-Resident

- 1) Membership subscription (Jan.-Dec.) \$30.00 per annum or pro rated at \$2.50 per month
- 2) Adult (18 years of age or older)  
ID with current address is required. i.e.: Driver's license, mail with address (**no handwritten envelopes can be accepted**), or any formal document that matches the name with the address. Post office box is not acceptable.
- 3) Juvenile (3 – 17 years old)  
Requires signature of parent or guardian. **Parent or guardian must be cardholder with our library.**
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### LOANS/RENEWALS/RESERVES

#### **A. Circulation**

Everything circulates except items marked Reference or No Loan

1) Books/Audiobooks/Music CDs/Music Cassettes

- a) 14 day circulation period with the following limitations due to the Library's collection size.
  - 1. Limit of 6 per card
  - 2. Limit of 2 per author
  - 3. Limit of 2 per subject per household
- b) Most are renewable twice unless another patron is waiting for material.
- c) Renewals will not be permitted if another patron is waiting for material. Telephone renewals are permitted. Renewal requests left on answering machine will receive a telephone call from staff accepting/denying renewal. Renewals may also be done via automated catalog.
- d) Reserves/Holds will be taken at the circulation desk or by phone or via automated catalog. Once a patron is notified that their book is waiting for them, it may be held for a period not exceeding 3 working days.

2) Periodicals

- a) 14 day circulation period with the exception of the latest issue.
- b) No renewals
- c) 4 issue limit per card

3) DVDs and Videos

Adult borrower's card must be presented at the time of checkout. Videos must be rewound.

- a) User fee \$1.00 per video
- b) 3 day circulation period
- c) Only 2 DVDs and 2 VHS videos per adult card/per family/household. New patrons may only take 1 video and 1 DVD within the first 60 days of membership.
- d) 1 renewal
- e) A DVD cannot be kept on a "ready" hold status for more than 24 hours.

4) **Interlibrary loan (ILL)**

- a) 14 days circulation period (UNLESS OTHERWISE RESTRICTED BY THE LENDING LIBRARY)
- b) No renewals
- c) Requests are taken at the circulation desk or via telephone. Once a patron is notified that their book is waiting for them, it may be held for a period not exceeding 3 working days.

**B. Fines/Overdue Schedule**

- 1) Books/Audiobooks/Music CDs/Music Cassettes - \$.10 per day with a maximum fine not to exceed \$3.00 per book/item.
- 2) DVDs/Videos - \$2.50 per day for DVDs and Videos a maximum fine not to exceed 120% of the cost of the DVD and/or Video.

**Copies**

- a) \$.15 – 1 sided
- b) \$.30 – 2 sided