

**GRAY PUBLIC LIBRARY
CIRCULATION POLICY**

In order to check out materials, a patron will have created a library account (please see Card Policy). At the time of checkout, an individual must be in possession of a library card in good standing OR present positive photo identification. Patrons who have exceeded \$5.00 in overdue fines, or who have materials marked as “billed” or “lost” on their account, must pay down those fines and charges prior to checking out additional materials.

Patrons may have up to 35 individual items checked out on an account at a time. There are limitations on the number of items of a certain type (ie. CDs, DVDs, magazines, etc.) Please see the chart below.

Overdue materials / Billed materials

At the time of checkout, patrons may receive a printed slip with their due dates. Additionally, patrons may use the online catalog to verify their due dates and renew materials. Patrons are also encouraged to contact the library if they have any questions regarding due dates.

Materials that exceed their loan period will be assessed a daily fee. Please see the chart below for the specific amounts based on material type.

Fines are assessed once the item is returned to the library or renewed.

Items deposited in the book-drop box after the close of business will be checked in on the following business day.

Overdue fines are not charged for days the library is closed.

Patrons will receive notices either via telephone or email (depending on patron’s choice at registration) when items become overdue.

Once a patron exceeds \$5.00 in accumulated fines on their card, their account will be suspended until the amount is paid down to under \$5.00. An account having in excess of \$5.00 in fines may not check out nor renew items.

If an item is overdue by more than 2-weeks, the item will be considered billed by the library. The retail price of the item at the time it was purchased will be assessed to the borrower’s account. The item must be returned, or the fine paid in full, for reactivation of the account. When an item is returned, only overdue fines up the maximum allowed (please see chart) will be assessed against the card. If an item is not returned within 1-year of the due date, the item will be deleted from the system, the item can no longer be returned, and the patron must pay the replacement amount to reinstate use of the card.

The Gray Library reserves the right, under Maine law, to prosecute the unlawful retention of library materials as theft. Additionally, unlawful retention of library materials may be referred to a professional debt collector.

Unless specifically authorized by the Library Director, a patron may not provide the library with a replacement copy of an item lost / not returned in lieu of payment for the item.

Damaged Materials

All materials circulated from the Gray Public Library will be provided to the patron with the assumption that it is in good working order. It is the patron's responsibility to notify the library if they find the material to be in poor condition / not functioning.

If an item is returned in unacceptable condition, the patron will be charged for the replacement cost of the item. The patron may appeal this decision to the Library Director, who has final say in the determination of charge.

Due to the delicate nature of many of the library materials, patrons will not attempt to mend, repair, clean, or otherwise improve the condition of library materials. Attempts to tape, polish, or otherwise repair an item may result in greater damage and will result in the patron being charged the replacement cost of the item.

Minerva System Loans

The Gray Public Library is an active user in the Minerva system. Through Minerva, patrons are able to request and receive materials from other public and academic libraries. Loan rules for materials received through Minerva differ from Gray's collection.

All Minerva materials are checked out for an initial 3-week period, and can be renewed once for an additional 2-week period if no other requests are active on the item.

Minerva materials that are 2-weeks overdue will be considered billed and the replacement cost of the item will be applied to the borrower's account. If an item received through the Minerva system is not returned within 45-days from the original due date, the material cannot be accepted for return and the replacement cost must be paid by the patron.

Adopted by the Library Board of Trustees 04/27/14

Type	Loan Period	# of Renewals	Renewal Length	Overdue Fine	Maximum Overdue
Adult Books	21 days	2	21 days per renewal	\$0.25 per day	\$5.00
Adult Audiobook	21 days	2	21 days per renewal	\$0.25 per day	\$5.00
Video - Movies	7 days	1	7 days	\$0.25 per day	\$5.00
Music CDs	7 days	1	7 days	\$0.25 per day	\$5.00
Magazines	21 days	2	21 days	\$0.25 per day	\$5.00
DVD Series	21 days	1	14 days	\$0.25 per day	\$5.00
Juvenile Books	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Juvenile Audiobooks	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Juvenile Movies	7 days	1	7 days	\$0.25 per day	\$5.00
Juvenile Magazines	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Juvenile Music CDs	7 days	1	7 days	\$0.25 per day	\$5.00
Young Adult Books	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Young Adult Audiobooks	21 days	2	21 days per renewal	\$0.10 per day	\$5.00

Limits

- Patrons may have 5 DVDs checked out at once.
- Patrons may have 6 CDs checked out at once.
- Patrons may have 5 magazines checked out at once.
- Patrons may have a total of 35 items checked out on their account.
- Patrons may place holds on up to 15 items at a time.

Miscellaneous fees:

Printing and photocopying	\$0.25 per page
Faxing	\$1.50 first page; \$1.00 each additional page
Replacement Library Card	\$3.00