

REQUIRED FOR BORROWING

Any library patron wishing to borrow materials from the Louis Bay 2nd Library must present a valid BCCLS library card.

To accommodate patrons' use of advancing technology, the library will allow use of smartphone and smart device apps (i.e. Key Ring, or other digital rendering) in lieu of traditional library cards. Additional verification or ID will be required to ensure that the presenter of the card is the legitimate card holder.

BORROWING LIMITS

Each patron may borrow materials up to the following limits at any one time. A total of fifty (50) items may be on loan at once to a person.

Material Type	Borrowing Limit
Books	20
Encyclopedias	1
Magazines	5
DVDs	5
CDs	5
Audiobooks / Playaways	5

BOOK RETURN

The book drop return, located next to the Library's front entrance on Lafayette Avenue, is open for returning materials when the Library is closed. Items returned on the due date will not be charged fines.

LOAN PERIODS

<u>ITEM TYPE</u>	<u>LOAN PERIOD IN DAYS</u>	<u>RENEWALS</u>	<u>FINE PER DAY / MAX FINE</u>
AUDIOBOOK	14	2	\$.10 / \$5.00
BLU-RAY – ADULT,	7	2	\$1.00 / \$10.00
BLU-RAY - CHILDREN	7	2	\$1.00 / \$10.00
BLU-RAY - NEW ADULT	3	1	\$1.00 / \$10.00
BOARDBOOKS	28	2	\$.10 / \$5.00
DVD - ADULT	7	2	\$1.00 / \$10.00
DVD - JUVENILE	7	2	\$1.00 / \$10.00
DVD - NEW ADULT	3	1	\$1.00 / \$10.00
DVD - TELEVISION ADULT	14	1	\$1.00 / \$10.00
EASYREADER	28	2	\$.10 / \$5.00
ESL	28	2	\$.10 / \$5.00
FICTION	28	2	\$.10 / \$5.00
GAMES	7	2	\$1.00 / \$10.00

Louis Bay 2nd Library and Community Center
Circulation Policy

<u>ITEM TYPE</u>	<u>LOAN PERIOD IN DAYS</u>	<u>RENEWALS</u>	<u>FINE PER DAY / MAX FINE</u>
GRAPHIC	28	2	\$.10 / \$5.00
HIGH DEMAND	14	0	\$.10 / \$5.00
HOLIDAY BOOKS	14	2	\$.10 / \$5.00
JUVENILE FICTION & NON-FICTION	28	2	\$.10 / \$5.00
JUVENILE OR EASY PAPERBACK	28	2	\$.10 / \$5.00
LARGE PRINT	28	2	\$.10 / \$5.00
MUSIC CD	7	2	\$.10 / \$5.00
NEW FICTION & NON-FICTION	14	1	\$.10 / \$5.00
NON-FICTION	28	2	\$.10 / \$5.00
PAPERBACKS	28	2	\$.10 / \$5.00
PICTURE BOOKS	28	2	\$.10 / \$5.00
READALONG	7	2	\$.10 / \$5.00
SPANISH	28	2	\$.10 / \$5.00
SUMMER READING	14	0	\$.10 / \$5.00
YA FICTION & NON-FICTION	28	2	\$.10 / \$5.00
INTERLIBRARY LOANS (from outside the BCCLS system)	as determined by the lending library	as determined by the lending library	as determined by the lending library

FINES/LOST OR DAMAGED MATERIALS

Items not returned on the due date will result in a fine, excluding Sundays and holidays.

Patrons will be billed for the replacement cost (as set by BCCLS policy) of materials overdue for 8 weeks or more. Failure to pay the replacement costs may result in the Library filing a complaint under Hawthorne, New Jersey, Municipal Code § 304-4. Patrons will be billed for the replacement cost of material returned in damaged, wet or unusable condition.

RESERVES

Any item in circulation may be reserved with the exception of those marked “Hot Copy” or “High Demand”. A staff member will try for two (2) days to notify a patron that a requested item is available for them. If the reserved item is not picked up within three (3) days after notification, it will be taken off reserve and returned to the shelf or given to the next patron on the reserve list. Patrons are strongly encouraged to provide an e-mail address; by doing so they will receive immediate notification when a reserved item is available for them. If no e-mail is available the patron will be called.

INTERLIBRARY LOANS

The library encourages the use of Interlibrary Loan (ILL) System for the requesting of materials not owned by the Louis Bay 2nd Library and Community Center or for those items not presently available at the library. Patrons are limited to placing seven (7) requests per week. All requests placed beyond this number will be cancelled. Patrons may re-request these items at a later date.