

North Greenbush Public Library

Borrowing Policy

1. A valid library card must be presented to take out materials. Cards are valid as long as they are current and do not have more than \$5.00 worth of fines on them. If fines exceed \$5.00, payment of fines will be required to check out.
2. Patrons are responsible for all materials borrowed on their cards.
3. Parents and guardians of minors are responsible for materials borrowed on their children's cards.
4. Check out period:
 - a. Most library materials circulate for 28 days
 - b. New adult fiction, new adult non-fiction, magazines and holiday books circulate for 14 days.
 - c. Interlibrary loan items are checked out according to the policies of the lending agency. If any item is damaged or lost, the patron must settle the bill with the lending library.
 - d. DVDs circulate for 7 days with a limit of 5 DVDs per card.
 - e. Museum passes circulate for 3 days and are NOT renewable.
5. Materials may be renewed online or by telephone
6. Most materials may be renewed up to 2 times unless requested by another patron.
7. Fines on materials are maxed out at \$5.00 per item. A \$15 maximum fine applies if you return all overdue materials and pay the fine on the same business day.
 - a. All overdue books and audiobooks are \$.10 per day up to \$5.00.
 - b. All overdue DVDs and BluRays are \$.50 per day up to \$5.00.
 - c. All overdue Museum Passes are \$5.00 per day up to \$25.00.
8. Holiday items may not be renewed
9. Reference and local history materials do not circulate.

Approved by Board 01/20/2010
Revised and approved by Board 09/26/2019