

## Circulation Policies

### a. Borrowing privileges.

In accordance with its mission, the Vose Library serves the Union Area.

Borrowing privileges are free to:

- ⤴ Union residents and people who own property in Union
- ⤴ Members of the Vose Library Corporation
- ⤴ Residents of our School District 40 consortium towns, e.g. Warren, Washington, Waldoboro, Friendship and Union.
- ⤴ Residents of the "Union Area" towns of Appleton and Hope.
- ⤴ Nonresident borrowers added before July 1, 2011 are grandfathered.

Nonresident borrowers:

- ⤴ Nonresidents may use materials within the library.
- ⤴ For a nonrefundable fee of \$15 per year, nonresidents may become Vose Library borrowers with the same borrowing privileges and restrictions as all other Vose Library borrowers.
- ⤴ For a refundable fee of \$25/individual and \$40/family, nonresidents may become temporary members; funds will be returned to the patron when our items have all been returned in good condition and no outstanding fines remain on the account.

### b. Loan periods / renewals.

Loan periods and renewals are as follows:

- ⤴ Magazines and videos may be kept 7 days.
- ⤴ New adult fiction **and technology items (e.g. tablets, laptops, wifi hotspots, etc.)** may be kept 14 days.
- ⤴ All other materials may be kept for a period of 4 weeks and may be renewed once, unless the material has a hold on it.
- ⤴ There is a limit of 50 items that may be borrowed. This number is intended to support borrowing by large families with children. Individuals are recommended to keep borrowing to 20 items. Larger numbers of items over 50 (for classroom use, etc.) shall be reviewed at the discretion of the library director.
- ⤴ Adult borrowers may borrow up to 7 audiovisual items and 7 magazines at a time.
- ⤴ Juvenile borrowers may borrow up to 10 items, including up to 2 audiovisual items.
- ⤴ New patrons are limited to borrow up to 5 items at a time, including up to 2 audiovisual items, for the first thirty (30) days of membership.

### c. Fines, fees & penalties.

Fines for overdue books are as follows:

- ⤴ New adult fiction, magazines and videos: \$.20 per open library day
- ⤴ Other adult fiction & nonfiction items: \$.10 per open library day
- ⤴ Children's books: \$.05 per open library day
- ⤴ The maximum amount of accumulated fees per item is \$5.00.
- ⤴ Patrons failing to return or renew items shall lose borrowing privileges if aggregate fines exceed \$10.00.
- ⤴ If a book is more than a month overdue, the borrower will be billed for the replacement cost, or the item may be returned and the overdue fine paid instead.
- ⤴ Patrons may have up to 4 items "claims returned" on their account. After that they will be billed for the replacement value of any missing items.

### d. Amnesty.

There will be an annual period of amnesty for overdue items. This will begin during National Library week and run for two weeks.

**e. Replacement of lost or damaged materials.** The library director will determine replacement value of lost or damaged materials from our collection or from interlibrary loan (ILL). As a general rule, this amount will equal the actual replacement cost to the library, plus a processing fee of \$5.

**f. Reserve materials and holds.**

- ⤴ Materials will be held for a patron no longer than one week after notification.
- ⤴ Materials may be held on reserve (for library use only) at the request of a teacher.
- ⤴ A patron may have no more than 15 holds active at any time.

**g. Use of special collections.** Reference materials and certain rare or valuable editions are restricted to in-library use only.

**h. Interlibrary loan / document delivery.** The Vose Library will loan books to reciprocating Maine libraries through interlibrary loan.

- ⤴ Reference and non-circulating materials are not available for interlibrary loan.
- ⤴ Patrons will be charged for the cost of return postage when the materials are checked out.
- ⤴ Patrons are limited to 10 active ILL requests at one time.

**i. Cooperative borrowing agreements.** The Vose Library is open to the idea of cooperative borrowing agreements among libraries. Vose Library is a member of the SAD 40 Consortium.

**j. School relations and class loans.** The library director will make every effort to work cooperatively with local school library teachers and personnel.

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