

Mountainside Public Library

Circulation Policy

Purpose:

The circulation policies of the Mountainside Public Library exists to facilitate community access to the materials and information in the library's collections, while protecting and assuring access to these same collections.

Sections

1. Library Card Policy
2. Use of Library Cards
3. Circulation Times/Overdue Fines
4. Renewals
5. Overdue, Lost and Damaged Materials
6. Fees
7. Overdue Notices
8. Hold Policy
9. Interlibrary Loans

1. Library Card Policy

Registration and Issuance of Library Cards

Library cards are provided free of charge to anyone that meets the follow qualifications

1. They reside within the Borough of Mountainside
2. Non-residents who own property or a business within Mountainside
3. Non-residents that work within the Borough of Mountainside – including special cards for nannies and teachers
4. Non-residents who are residing in the Borough of Mountainside for less than one year

A current government issued photo ID and proof of address is required to verify residency.

Non-residents who work within Mountainside must provide proof of employment at a local business or employer.

Non-residents who own property or a business must provide proof of property ownership in the form of a Borough tax bill in addition to their photo ID and proof of address.

Pay Patron

People who are not eligible for a Mountainside Public Library Card and do not have access to our collection through a library in MURAL are able to receive a library card, with full borrowing privileges by showing proof of ID and address, along with an annual fee of \$55.

MURAL Access

Middlesex Union Reciprocal Agreement Libraries allow for shared access to participating libraries within Middlesex and Union Counties. Members of libraries in the MURAL agreement may have access to materials at Mountainside using their home library card, as long as their home library account is in good standing. MURAL borrowers must renew their access to the Mountainside Public Library every year.

Examples of acceptable photo ID

- Driver's License

- State Identification Card
- Passport

Examples of proof of address

- Driver’s License
- State Identification Card
- Utility Bill
- Property Tax Statement
- Typed Lease
- DMV Issued change of address card.

Library Card Expiration

Type of Card	Expiration
Mountainside Resident	After 3 Years
Work in Mountainside	After 1 Year
Own Land in Mountainside	After 1 Year
MURAL Access	After 1 Year
Pay Patron	After 1 Year

2. Use of Library Cards

1. Patrons can maintain full library privileges by:
 - Returning materials on or before the due date
 - Adhering to the borrowing limits for all types of material
 - Paying for lost or damaged materials
 - Keeping the amount of money owed below \$15.00 for Mountainside residents, \$5.00 for all other patrons
 - Promptly informing the library of any change of address, phone number or email address
2. Patrons must provide a library card to check out. If patron does not have their physical library card with them, they can use a valid government issued ID.
3. Patrons under the age of 18 may give their address and phone number as proof of identification, but both the address and phone number must match those in the library's records. If the child cannot provide address and phone number, a parent may do so for them, in person.
4. Whenever a patron calls into the Library to conduct a transaction on his/her account, he or she must provide his or her name or library card number. A patron may only conduct phone transactions on his/her own account or on the account of a dependent party.
5. A patron retains full library borrowing privileges as long as his/her library record is not blocked. A library record becomes blocked when the total amount of fees exceeds \$15.00 for Mountainside residents or \$5.00 for other patrons.
6. Once a patron's library card is blocked, all library privileges for that patron are suspended including borrowing and renewal of items and use of library computers.
7. Using another patron's library card to check out materials is not permitted and may result in restriction of library privileges.

Patron Responsibilities

1. Because the Mountainside Public Library verifies the identity of all library card applicants, the individual named on the account is responsible for all fines and fees assessed to that account and to any additional accounts for which they are the responsible party.

2. A library patron is responsible for all materials checked out on his or her card or on the cards of children for whom he/she has signed library card applications regardless of who checked the items out.
3. All lost or stolen library cards should be reported immediately because the owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen.
4. When a patron moves, it is the responsibility of the patron to inform the Mountainside Public Library of the new address.
5. If a patron changes their name legally through the courts (including marriage and divorce), they must provide legal documentation of the name change to the library.

Mountainside Public Library Employee Borrowing Privileges

1. Mountainside Public Library employees are granted fine-free borrowing privileges.
2. Mountainside Public Library employees may not renew books that are still on reserve for other patrons or staff members.
3. Mountainside Public Library employees must wait their turn on reserve lists and may not change their priority to be higher on the list for materials.
4. Staff members who leave the employ of the Mountainside Public Library will have their status changed from fine-exempt to non-fine-exempt.

3. Circulation Times/Overdue Fines

Mountainside Library Card

Item	Borrowing Period	Checkout Limit	Overdue Fine
New Books (Adult)	14 Days	No Limit	
New Books – Hi-Demand	7 Days	No Limit	
Holiday Books	14 Days	Varies	
All other Books	28 Days	No Limit	
CDs	14 Days	10	
New DVDs/DVDs	4 Days/7 Days	6 Total	
Audiobooks	14 Days	10	
Periodicals	7 Days	5	
Inter Library Loan	May Vary	3	
Museum Pass	3 Days	2 per patron	\$10 per day per pass (Max \$200)

MURAL/Out of Town Library Card

Item	Borrowing Period	Checkout Limit
New Books (Adult)	14 Days	15*
New Books – Hi-Demand	7 Days	15*
Holiday Books	14 Days	Varies*
All other Books	28 Days	15*
CDs	14 Days	4*
New DVDs/DVDs	4 Days/7 Days	4 Total*
Audiobooks	14 Days	4*
Periodicals	7 Days	4*
Inter Library Loan	N/A	N/A
Museum Pass	N/A	N/A

***Note:** The maximum number of items that can be checked out on a MURAL/Out of Town Card is **15**

4. Renewals

1. Renewals are granted dependent upon:
 - a. material type
 - b. the presence of a hold for the material by another patron
2. Materials may be renewed one time providing a hold for the material has not been placed by another patron.
3. Additional renewals beyond the original one can be granted at the discretion of the Library Director or a designated substitute. So that other patrons may have a chance to find the item by browsing, materials will not be renewed consecutively more than two times.
4. Library materials may be renewed in person, by phone, or through the library's on-line catalog on the Mountainside Public Library website. To renew by phone you must provide your library card number and name. Renewals for dependent parties also require library card number and name.
5. Overdue materials can be renewed.
6. To maintain the integrity of the reserve system, items for which other patrons have placed holds on may not be renewed.
7. Staff may renew materials one time (a second time shall be at the discretion of the Library Director) to allow patrons more time to look for a lost item, providing the patron's account is not delinquent. However, under no circumstances will staff renew materials beyond the permitted two so a patron can avoid paying for a lost item.
8. When the renewal limit has been reached, it is the patron's responsibility to return the item or risk incurring a lost book charge.
9. Staff will provide patrons with the new due date whenever an item is renewed. If an item is renewed over the phone, it is the patron's responsibility to record the new due date.
10. Renewal requests for Interlibrary Loan materials can only be granted through the Interlibrary Loan department. They must be requested at least five days before the item is due.
11. Museum Passes cannot be renewed.

5. Overdue, Lost and Damaged Materials

Overdue Materials

Materials checked out and not returned are considered "lost". The patron is billed for the replacement cost of the materials and a \$5.00 processing fee per item.

Lost Materials

If a patron loses an item, the patron is responsible for the replacement cost for that item (i.e., the list price of the item at the time it was added to the collection according to the item record. In the event that no amount is indicated in the item record, then the replacement cost will be the amount the item is listed for sale as a new item from our materials vendor). The patron cannot replace or substitute the lost item with another item. A patron can replace the lost item with the same item. A \$5.00 processing fee will be charged. In the event a lost item that has been paid for is found and is returned to the library, the customer will receive a refund of the cost of the item. The refund amount is the amount paid for the item less the processing fee. At fourteen (14) days after paying for the lost item, the refund will no longer be given. The patron will be allowed to keep the item that they paid the lost item fee for.

Damaged Materials

Items damaged beyond normal wear and tear, including purposefully defacing or destroying library material, is the responsibility of the patron. Fees for damaged materials will be the replacement cost for the material plus a \$5.00 processing fee. If the customer has lost or permanently damaged a DVD or Music CD but still has the case, the customer is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.

6. Fees

Type	Cost
Replacement Card Fee	\$1.00
Processing Fee	\$5.00
Museum Pass Processing Fee	\$25.00

7. Notices

Courtesy Notice

The library will notify patrons - who have provided us their email or cell phone number – by email or text of upcoming due dates for materials checked out. For all checked-out items, a courtesy notice is sent 2 days in advance of the due date.

Overdue Notice

The library will notify patrons, via letter, when items are 7, 14, and 21 days overdue.

All accounts that are sent an overdue or lost item notice are billed \$0.50 per notice for postage and processing.

8. Hold Policy

Customers may place a hold request on circulating items only. Items are held for 2 days. If the item is not picked up within the time allotted, the hold is cancelled and the item is returned to circulation or fills the next hold in the queue. In order to check out the hold item, the customer must present the library card on which the hold request was made. No pickups will be allowed without the originating card.

MURAL members are able to place holds on materials at the Mountainside Public Library. MURAL members will always be bumped to the bottom of the hold queue to allow Mountainside Public Library members better access to materials at their home library.

9. Interlibrary Loans

The Mountainside Public Library participates in the Jersey Cat statewide interlibrary loan program. The Mountainside Public Library will request from another library materials that are not available to patrons locally. In order to request a title through this service, the patrons account must be active and in good standing. Patrons may have no more than 3 interlibrary loan titles on their account at the same time.

The Mountainside Public Library honors any restrictions and/or check out periods the lending library may place on the material. The patron is responsible for all materials borrowed from another library. The library patron will pay any charges assessed by the lending library. Interlibrary loan items checked out by a patron are subject to the same late fees as a Mountainside-owned title. In order to check out the item, the patron must present the library card on which the interlibrary loan request was place. Items are held for 5 days. If an item is not picked up with the time allotted, the loan request is cancelled and the item is returned to the lending library.

Mountainside Library Board of Trustees

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