

## **Circulation Policy**

### Borrowing Library Materials

The Reed Memorial Library is committed to provide the best service possible to residents of all counties serviced by the Mid-Hudson library System. People residing in the Mid-Hudson Library System service area may apply for a library card upon presentation of proper identification confirming residency.

Children under the age of 16 must apply for a card with a parent or guardian who presents proper identification and cosigns the registration card. Parents or guardians are responsible for fines and charges incurred by their children.

To borrow Library materials, all persons must present a valid Mid-Hudson library card or acceptable proof of identity. A valid library card is one that is not expired, is not “stopped” by this or any other library, and does not have a charge of over \$10 in fines or fees.

Cards will be “stopped” when a patron has bills and/or fines of over \$10. Fines and fees may be paid at any Mid-Hudson Library or on-line. A “Stopped” card may not be used unless materials are returned and fines and fees paid. Exceptions to this policy may be made only with the express permission of the Director.

### Renewals and Returns

A circulating item may be renewed if it is not on hold for another patron. Items may be renewed at the library, by phone or online. Items may be returned to any library in the Mid-Hudson Library System. Any items returned to Reed Memorial Library before the library opens for the day is considered to be returned the previous day.

### Fines and Fees

Overdue fines are assessed for items returned past their due date to encourage library users to return materials by the designated return date so that they are available for other users. Fines and fees for items checked out at to the Reed Memorial Library are as follows:

<b>Item</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Fine/Day</b>	<b>Maximum Fine</b>
New Book	2 weeks	2 times	\$0.10/day	\$5.00
Book	4 weeks	2 times	\$0.10/day	\$5.00
Videos & DVDs	1 week	1 time	\$0.50/day	\$5.00
CDs & Audio Books	4 weeks	2 times	\$0.50/day	\$5.00
Magazines	4 weeks	Non-renewable	\$0.10/day	\$5.00

Fees:

Lost library card	\$5.00
Nonresident of Mid-Hudson service area	\$25.00 per year

Lost or damaged items are assessed at their replacement costs. The replacement cost is nonrefundable.

Rules and lending policies of the Mid-Hudson library system also apply to materials borrowed through the Reed Memorial Library.

APPROVED BY THE BOARD OF TRUSTEES: April 6, 2009