

Policy on Use of Materials, Borrowing Limits and Fines

Residents

The Lee Public Library serves all residents of the town of Lee. Those applying for a Library card must submit proof of residency, i.e. a valid drivers license, tax bill, car registration or passport. Children of residents may receive a Library card upon their fifth birthday. Parents who are applying for a card for their child, who do not themselves have a card, must submit proof of residency. As a courtesy, all students registered in the Oyster River School District may obtain a Library card

Property owners who reside outside of town are eligible for a Library card. Staff employed by the Oyster River School District may obtain a card free of charge regardless of their town of residency. Proof of employment is required.

Non-residents

Non-residents may obtain a Library card for an annual fee of \$30.00.

Library cards and numbers

All Library patrons are assigned a Library number and will receive a Library card stating the patron's name and Library number. Replacement cards will be issued at a cost of 50 cents per card. Patrons are asked to present their card to the Library staff at the checkout desk.

Patron Responsibility

All patrons are responsible for materials checked out on their Library card. If a patron lends out his/her card or checks out items on his/her card for another person and the items are late or lost, the patron is liable for all charges. Patrons are responsible for the repair, processing and replacement cost for Library items returned in damaged condition. The library is not responsible for damages that may occur to equipment in the playing of library video and audio tapes, DVDs and CDs. Parents are responsible for the replacement costs for overdue or damaged items checked out to their child's card. If a patron's Library card is lost or stolen, the patron must immediately notify the Library.

Circulation

Books may be borrowed for a period of three weeks. Adult and children books on tape and CD may be borrowed for a period of three weeks, with no renewals. Videos and DVDs may be borrowed for a period of one week, with no renewals. Magazines circulate for a period of one week. Extended due dates are available upon request.

Renewals

- Library material with the exception of videos and audiobooks may be renewed at least two loan periods, with the exception of items on reserve for another patron. Materials may be renewed over the phone, at the Library or via the Library's web site. A maximum of two renewals are allowed per item.

Damaged Library material

Library material must be returned to the Library in good condition. Replacement of Library material that has been destroyed or damaged by rain, dog chewing, child coloring/tearing of pages or other natural causes shall be the responsibility of the Library patron. This does not include normal wear and tear on Library material. Once payment has been made, the Library material becomes the property of the Library patron. No refunds are given. A replacement copy shall be ordered once the library has received payment for damaged material.

If a patron habitually returns material in poor condition, borrowing privileges may be suspended.

Overdues and Fines

- The Library does not charge fines for overdue items. Patrons are asked to make a contribution to the fine jar at the checkout for overdue items.
- The Lee Public Library is in compliance with state laws concerning the confidentiality of patron records. Titles of items on loan will only be disclosed to the individual cardholder. Overdue notices will be mailed to each individual cardholder.
- Overdue notices are sent out monthly and are processed on or about the 15th day of each month.
- Overdue notices will be mailed when borrowed materials are 2 weeks or more overdue.
- Patrons will be sent 2 overdue notices. In the event that Library materials are still missing one month after the second notice, patrons will be billed for the replacement cost of each outstanding item. At this point, the patron's checkout privileges are suspended until all materials are returned or the library has received payment for lost items.
- If the materials are not returned within 10 days of billing, the borrower may be sent a final billing notice via certified mail. If after another 10 days the materials are still not returned, the matter may be turned over to the Lee Police Department.
- The Library is not responsible for undelivered mail. Not receiving or reading an overdue notice is not reason for waiving a patron's restriction status.
- Patrons are asked to notify the Library if they receive an Overdue Notice for items they have returned.

Adopted June 5, 2003 by the Board of Trustees
Revised November 15, 2005 by the Board of Trustees.
Revised March 23, 2006 by the Board of Trustees.
Revised April 18, 2007 by the Board of Trustees.
Revised May 10, 2007 by the Board of Trustees.
Revised February 11, 2009 by the Board of Trustees