

## **CIRCULATION POLICY**

### **1. Registration**

Applicants must supply photo identification with current address or photo ID and proof of current address, and complete and sign the library's registration form. Applicants providing a PO box as primary address must also supply an additional physical address.

Per OWWL procedures, patrons may apply online for a library account using the self-registration option. Patrons registering for a card this way will only be able to access eResources, the account will expire after 6 months and will be restricted from borrowing physical materials until the patron comes to the library with valid ID and proof of address to finalize the account application process.

By signing the registration card, applicants certify that the information they provided is true and correct to the best of their knowledge, that they agree to obey all policies of the Newark Public Library and acknowledge that they are financially responsible for all materials borrowed with their library card.

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the library immediately to avoid unnecessary charges. All lost cards will be marked inactive until replaced.

A parent or guardian may obtain a library card for their child (under age 14) by providing a valid form of identification and signing the registration card. Upon signing, the parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The child must be present at the time of registration.

### **2. Borrowing Privileges & Responsibilities**

Any person who holds a valid OWWL library card is eligible to borrow materials and use computers at the Newark Public Library. A library card must be renewed bi-annually by the cardholder by verifying their library account information.

A library card or app version of an owner's card must be presented at checkout. An exception may be made if a patron has forgotten his/her library card and is able to show valid photo identification or, at the discretion of the library director, by verifying account information. However, the library cannot make exceptions on a regular basis.

Loan periods and number of renewals are determined according to demand for the material, appropriateness of use, and value of the material, and are as follows:

Books, audiobooks, magazines, music CDs, non-fiction/documentary DVDs and video games	3 weeks
DVDs and WIFI hotspots	1 week

Patrons can extend loan periods to 6 weeks on all Newark Public Library books except those marked “New”.

Newark Public Library limits the total number of the following items patrons can have checked out at a time:

CDs:	5
DVDs:	5
Video games:	2

Items from other libraries and nonfiction/documentary DVDs do not count toward these limits.

## **2.1 Fines & Fees**

Borrowing privileges may be limited or rescinded if the cardholder has overdue items, unpaid fines or fees or has violated the library’s rules of conduct. Beginning March 15, 2022, the library is “fine free” for books, audiobooks, magazines, music CD, DVDs and video games. Overdue fines may accrue for loaned equipment, kits or other special circulating items.

Payments received for lost items or damaged materials are transferred to the owning library. All other fees or fine payments made at Newark Public Library are retained by the library.

In the case of loss or irreparable damage to Newark Public Library materials, the cardholder will automatically be charged the original price of the item. At the patron’s request, staff may work with the patron to see if the item, with the same format and ISBN, is available via an existing library purchase account on either Amazon or Ingram. If the item is available for less than the original price of the item, the library will amend the fee to the lowest replacement cost.

Patrons who lose or damage items originally owned by another OWWL library must contact the owning library to discuss replacement or payment that may be different than the automatically charged fee.

The library does not issue refunds for lost or damaged items that have been paid for by patrons. Once paid for, these items are considered the property of the patron. Exceptions may only be made at the discretion of the library director.

## **2.2 Renewals**

An item may be renewed unless a hold has been placed on the item, the item’s allotted number of renewals has been exhausted or the patron’s account is blocked by the fine/fee threshold. The library’s circulation software is configured to automatically renew borrowed items unless the restrictions noted above are present. Library accounts with valid email addresses will receive notifications regarding automatic renewals.

Renewals are granted for the length of the item’s loan period based on the calendar date on which the item is renewed.

When eligible for renewal, books, magazines, audiobooks, and CDs may be renewed up to two times, DVDs and video games once.

## **2.3 Returns**

Unless noted, all items owned by an OWWL library may be returned to Newark Public Library.

Materials that are borrowed are to be returned in the same condition. Damage to library materials will be billed to the cardholder as outlined in section 2.1 of this policy.

The library maintains an outdoor book drop for our patrons’ convenience. Items returned via the book drop when the library is closed will be backdated to the last day the library was open. Returns made

while the library is open are treated as being returned during that day. The book drop is not checked/emptied on Sundays or on holidays.

## **2.4 Holds**

Holds for library materials from other OWWL libraries can be placed by staff or online by the cardholder using his/her account and PIN number. A PIN number is supplied when a library card is issued, in person at the library any time thereafter or by phone/email/social media message at the director's discretion with proper verification of patron account information.

Items will be held for no more than one week after the patron has been notified of the availability of the item.

Although their holds will be fulfilled, patrons with an account with fines/fees greater than \$5.00 will be unable to borrow the items. The library reserves the right to cancel holds that are older than six months and have not been fulfilled.

Anyone picking up a hold for someone else should have prior permission and present that patron's library card or, at the director's discretion, can verify the patron's account information by way of validation.

## **3. Review**

This policy will be reviewed annually.

*Adopted by the Newark Public Library Board of Trustees June 12, 2013*

*Amended October 8, 2015*

*Amended June 9, 2016*

*Amended July 14, 2016*

*Amended May 4, 2017*

*Amended December 10, 2020*

*Amended March 10, 2022*

*Amended April 14, 2022*

*Amended October 13, 2022*