

## CIRCULATION POLICY

### 1. Loan Periods

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:

Library materials circulate for 3 weeks with the exception of:

Empire Passes: 1 week

RMSC Passes: 3 days

Fiction DVDs: 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:

Tonie characters: 10

Tonie box: 1

TV Series & Fiction DVDs: 10

Video games: 2

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

### 2. Borrowing Privileges

Privileges may be limited or rescinded if the cardholder has overdue items, unpaid fines or fees, or violated the library’s rules of conduct.

### 3. Fines Free

The library became a fine-free library on March 15, 2022. In Summer 2024, all specific materials and collections, including Museum and State Park Pass, no longer accrue fines.

#### Fine Forgiveness Practices are:

- Newark library items and other library items checked out or renewed at Newark are subject to fine forgiveness.
- Fine was issued in error
- Patron is experiencing hardship
- Library forgives all fines for in-person transactions (fines from other libraries in the OWWL system)
- Current employees of Newark Library personal accounts are fine free. Employees found to abuse the fine free status will have the fine free status revoked.

#### **4. Lost & Damaged**

In the case of loss or irreparable damage to Newark Public Library materials, the cardholder will automatically be charged the original price which includes the \$ 3.00 processing fee of the item. The library will only accept payment, not replacement copies for lost or damaged items.

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

The library does not issue refunds for lost or damaged items that patrons have paid for. Once paid for, these items are considered the patron's property.

#### **5. 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.

#### **6. Returns**

Unless otherwise 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. Damaged library's materials will be billed to the cardholder as outlined in section 2.2 of this policy.

The library maintains an outdoor book drop for our patrons' convenience. 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.

#### **7. 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-with proper verification of patron account information.

Items will be held for no more than 10 days 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 cannot be fulfilled.

Anyone picking up a hold for someone else must be listed as an authorized user and photo ID OR present that patron's library card.

#### **8. Materials Request**

Patrons can request titles not found in our catalog either online through OWWL catalog.- Materials must be published within the last 12 months. If the material requested has patrons waiting, the patron's request will be added to the queue of holds, this request does not give priority over others hold requests.

#### **9. Review**

This policy will be reviewed annually.

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

*Amended & Approved 10/8/2015, 6/9/2016, 7/14/2017, 12/10/2020,*

*3/10/2022, 4/14/2022, 7/13/2023, 10/10/24, 11/14/2024, 8/14/2025*

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