

## **CIRCULATION AND BORROWING PRIVILEGES (EDITED 7/20/2022)**

### **REGISTRATION REQUIREMENTS**

The Fryeburg Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Fryeburg Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Library need pay no additional fee to be eligible to receive a library card. Library cards are renewed every 5 years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Library and is a patron in good standing.

Individuals residing beyond the jurisdictional boundaries of the Fryeburg Library may purchase a non-resident card for the price of \$25 per year. This fee entitles the entire family to use the Fryeburg Library, but not neighboring libraries. There is no non-resident fee for Maine and New Hampshire seniors ages 55 and older, Town Employees, those who work in Fryeburg, and students of Molly Ockette School and Fryeburg Academy.

Home-bound patrons must reside within jurisdictional boundaries of Fryeburg Library to receive free Library services. Homebound patrons may apply for Library privileges over the phone with a library staff person.

Adults wishing to register for a Library card, renewal of Library card, or replace a lost, stolen, damaged, or destroyed Library card must bring with them two forms of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.

Children under the age of 18 must have a parent's signature on application for a library card. The application must be completed with both the child and adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

### **ELIGIBILITY TO BORROW**

Individuals presenting valid Library cards issued by the Fryeburg Library are eligible to borrow materials from the Fryeburg Library when the following conditions are met:

1. No materials which are more than one circulation period are overdue on their card.
2. No outstanding fines in aggregate excess have accrued to their card.
3. No materials borrowed for them from another library are overdue (ILL).

The library staff may not waive these regulations without the specific permission of the library director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

## **FEES**

The Fryeburg Library has established the schedule for lost or damaged items. This schedule is part of the Fryeburg Library Procedures Manual. It includes replacement fees for lost and or damaged materials.

Fees for library services are part of the Procedures Manual and include fees for photocopies, faxes, printing, etc.

Patrons with responsibility for material in any format which is more than 21 days overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

## **LENGTH OF LOANS**

The Fryeburg Library circulates materials in a variety of formats including books, audiobooks, Chromebooks, DVDs, STEM Kits, and games. All have 21-day loan periods and up to four renewals unless there is someone waiting for an item to return.

All library passes have three (3) day loan periods with option for a renewal unless someone is waiting for the pass.

## **LOST AND/OR DAMAGED MATERIALS**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. The replacement cost includes current or average retail cost for the item plus a processing fee.

## **INTERLIBRARY LOAN**

When patrons want material that is not available within the Fryeburg Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period determined by the lending library, not the Fryeburg Library. We are happy to borrow materials from other libraries for

you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Fryeburg Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

## **HOLDS**

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Fryeburg Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

## **CONFIDENTIALITY OF RECORDS**

The Fryeburg Library abides by Maine Statute Title 27, Chapter 4A section 121 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Fryeburg Library does not make available the records of patron transactions to any party except in compliance with the law. The Fryeburg Library does not make available lists of registered library patrons except in compliance with the law.

## **CIRCULATION AND BORROWING PROCEDURES**

**Fryeburg Public Library is now overdue fine free**

### **Fees**

Copies: First page \$1, additional pages \$.25 each. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: First page \$1, additional pages \$.25 each. Faxes are sent only within the continental United States.

Fax/receipt: The Fryeburg Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

### **LOST AND/OR DAMAGED BOOKS, DVD, AUDIOBOOKS**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found plus a reprocessing fee of \$5.00.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found plus a reprocessing fee (TO BE DETERMINED BY LIBRARY DIRECTOR)
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

#### **AVERAGE REPLACEMENT COSTS FOR ITEMS:**

Hardcover book- \$25.00  
Paperback book- \$15.00  
DVD- \$20.00  
Audiobook- \$40.00

### **LOST AND/OR DAMAGED STEM KITS, CHROMEBOOKS, GAMES, PUZZLES, PASSES**

4. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found plus a reprocessing fee of \$5.00.
5. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found plus a reprocessing fee (TO BE DETERMINED BY LIBRARY DIRECTOR)
6. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

#### **AVERAGE REPLACEMENT COSTS FOR ITEMS:**

Chromebooks -\$300-\$375

STEM Kits - \$100.00

Games- \$25.00

Puzzles- \$20.00

Museum pass- \$150.00

(revised 7/28/2022)