

CHARLOTTE HOBBS MEMORIAL LIBRARY

Lending Policy

PURPOSE

The mission of the Charlotte Hobbs Memorial Library (CHML) is to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community. In service of this mission, this Policy provides guidance for the lending of materials to Library Patrons.

DEFINITIONS

Director: A salaried employee hired by the CHML Board of Trustees as Library Director to manage and promote the CHML, or the Acting Library Director if the position of Library Director is vacant.

Lending: The loan of CHML materials to Patrons for limited periods of time and under the terms of this Policy.

Patron: Any CHML visitor.

POLICY

1. Registration

- a. All Patrons must be registered and must have a valid local or system patron card to borrow library materials.
- b. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the Patron's information and acceptance:

I accept responsibility for all materials borrowed. I agree to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

- c. Identification is required. Preferred forms include a state, tribal, national, or school picture ID or, for minors under age 14, the appropriate picture ID from a guardian or parent, but any other official ID or recent non-personal piece of mail may be acceptable. Applicants under the age of 14 years of age must have a parent or guardian consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.
- d. Materials cannot be checked out until a library card is issued.
- e. All library cards expire after one year. In order to renew a library card, Patrons must confirm or update their contact information, return any past-due materials, and clear any outstanding fines and bills.

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- f. Lost or forgotten cards. If a Patron loses his/her library card, they should notify the library as soon as possible and request a replacement.
- g. All Patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. If Patron does not have their library card at check out, and the staff does not recognize the Patron, they will be asked to provide another form of identification in order to check out items.

2. Lending Periods.

- a. Books: Books, including e-books and audio-books, may be checked out for three weeks.
- b. Reference materials: Generally, reference books do not circulate. Upon request, some reference materials may, at the discretion of the CHML staff, be checked out for a period as determined by the staff.
- c. Interlibrary loan materials are due the date indicated by the library that provided the interlibrary loan.
- d. Periodicals: Unless marked "Library Use Only," current issues and non-current periodicals may be checked out for one week, and may not be renewed.
- e. Video Materials: Three weeks for compact discs.
- f. Special Collections: The Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, museum and other facility passes, or materials added to the collection which are in a new format, e.g., computer software.
- g. Electronic Devices: Laptop computers, tablets, e-readers, and WiFi mobile hotspots may be checked out for periods to be determined by the Director.
- h. Snowshoes: Snowshoes can be checked out for one week.
- i. There is no limit on the number of items a Patron can borrow at one time, with one exception – two items on a subject is the limit for a known school assignment.

3. Renewal Periods. Renewals are not available if there is a hold on the item. Otherwise, renewals are as follows:

- a. Except interlibrary loans, electronic devices, and snowshoes, all items in the CHML collection for checkout may be renewed twice, provided there is no request for the item from another Patron.
- b. Interlibrary loan items from other libraries may be renewed once. A second renewal may be available, subject to the consent of the loaning library and provided there is no request for the item.

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- c. Renewal periods for laptop computers, chrome-books, tablets, e-readers and WiFi mobile hotspots will be determined by the Director.
 - d. Tablets/e-readers may be renewed once for an additional three weeks.
 - e. Snowshoes may be not be renewed.
4. **Reserves.** Reserves may be placed by Patrons either in person, by phone, or on-line through Minerva. Patrons will be notified by email or telephone when the materials are available and will have one week to pick-up the reserved material. There is no charge to the Patron for placing a reserve or for interlibrary loan services.
5. **Fines and Charges.**
- a. There are no fines for overdue materials. However, the CHML has a “Conscience Jar” at the main desk where Patrons may leave a contribution that they feel inclined to give in lieu of any fine. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice will be denied borrowing privileges until those overdue materials are returned or paid for, if lost and/or damaged.
 - b. Damaged materials.
 - i. Patrons should report any problems or defects in library materials so the library may fix them. Patrons will not be charged for items that were damaged before the Patron checked them out, but Patrons will be charged for any materials lost or damaged while in the Patron’s possession. Books borrowed from other libraries may not be replaced in lieu of payment.
 - ii. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the Patron must pay the replacement cost. The CHML reserves the right to suspend borrowing privileges of any Patron who returns materials damaged to the point of requiring replacement until the Patron has reimbursed the cost of replacing the damaged materials.
 - c. Patrons must pay any fees billed for lost or damaged materials before they will be allowed to check out any further items.

Adoption: This policy was adopted on April 21, 2021, and amended on February 16, 2022 and April 19, 2023.