Island Trees Public Library

CIRCULATION POLICY – Sec. 9

Loan Rules
The various loan rules for all library materials are as follows:

Loan Periods

<table>
<thead>
<tr>
<th>MATERIAL (ADULT)</th>
<th>LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Fiction Regular Type (<em>the first 6 months of circulation</em>), E-books</td>
<td>14 Days</td>
</tr>
<tr>
<td>Fiction (<em>after first 6 months of circulation</em>), New Fiction Large Type</td>
<td>21 Days</td>
</tr>
<tr>
<td>Old and New Non-Fiction, Audio Books</td>
<td></td>
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<tr>
<td>Magazines*, Music CDs, Circulating Reference Materials, and DVDs on the</td>
<td>7 Days</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Exercise</td>
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<tr>
<td>Documentary</td>
<td></td>
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<tr>
<td>How To</td>
<td></td>
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<tr>
<td>Arts</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td></td>
</tr>
<tr>
<td>Adult, TV Series and Family Center DVDs (6 months &amp; older)</td>
<td>7 Days</td>
</tr>
<tr>
<td>New Adult, TV Series and Family Center</td>
<td>2 Days</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>MATERIAL (CHILDREN)</th>
<th>LOAN RULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Reading Books and Holiday Books</td>
<td>7 Days</td>
</tr>
<tr>
<td>All other Children’s Books</td>
<td>21 Days</td>
</tr>
<tr>
<td>Children’s Videos, DVD’s, Music CD’s and Magazines*</td>
<td>7 Days</td>
</tr>
</tbody>
</table>

*New Magazines are non-circulating in their first month.

Summer Loans
Loan Periods may be extended for vacations from Memorial Day through Labor Day for all books (including Audio Books) as long as the items have been in circulation for longer than 6 months. Summer Loans do not include Videos, DVDs, Magazines, Music CDs or Circulating Reference Materials.

Item Limits
There is a 25 total item limit for all accounts. Individual item limits are as follows:

- BOOKS – Limit of 3 Island Trees Library books on any given subject
- MAGAZINES – Limit of 5 Island Trees Library magazines
- MUSIC CDs – Limit of 5 Island Trees Library CDs, 12 CDs total from all libraries 
  - (this is a countywide limit)
- AUDIO BOOKS – Limit of 5 Island Trees Library audiobooks
- ADULT / FAMILY CENTER DVDS – Limit of 3 Island Trees Library, 12 DVDs total
  - from all libraries (this is a countywide limit)

- CHILDREN’S DVDs - Limit of 3 Island Trees Library, 12 DVDs total from all libraries
  - (this is a countywide limit)

(Note: A total limit of 12 DVDs may be borrowed, only 6 of these may be Island Trees DVDs 3 Children’s and 3 Adult/Family)
Renewals
Library materials may be renewed twice on a borrower’s card provided that:
- There are no holds or prior requests for the outstanding item.
- The item in question is not more than 3 weeks overdue.
- Fines on the patrons account do not exceed $10.00.
Renewals may be done in person, over the phone or online.

Returns / Overdues
Library Materials may be returned at the circulation desk at Island Trees Public Library, at any library within the Nassau Library System or in the book drop. Items returned in the book drop before the library opens are considered returned as of the last day the library was open. If the item returned to the book drop was already late then those fines will stand. It is the responsibility of the patron to know the due dates of each item on their account. Patrons are given a slip at the time of checkout or they may check their record on the computer or may call and ask the library to check their record to see when items are due.

Fines for overdues will be charged as follows:
- DVDS - $1.00 per day, maximum $10.00 per item
- CDs, Magazines, Children’s books - $0.10 per day, maximum $2.00 per item
- Adult books & Books on CD - $0.10 per day, maximum $5.00 per item
Overdue Fines will not be charged for days the library is closed.

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Adjustments for fines may be made for extenuating circumstances at the discretion of the Senior Library Clerk, Librarian in Charge or Library Director.

Should fines exceed $10.00 there may be a block on the account until at least a partial payment is made.

When an item has been overdue for 1 month the patron is notified that the item has been declared lost. Patrons who have items that have been declared lost will be charged the retail value of the item. If the item is not lost and patron returns it they will only be charged the maximum late fee.

Should a patron find and want to return an item within six months of having paid for it, they may request a refund by submitting a Refund Request form with a receipt and the item. Forms may be obtained at the Circulation Desk.

Lost or Damaged Items*
Borrowers are responsible for any lost or damaged items on their account. The Island Trees Public Library offers the choice of replacing the actual lost or damaged item or paying the replacement cost to the library. Should a patron find and want to return an item within six months of having paid for it, they may request a refund by submitting a Refund Request form with a receipt and the item. Forms may be obtained at the circulation desk.

The Island Trees Public Library assumes no responsibility for damage caused to a borrower’s audiovisual or computer equipment.

*Separate policy for lost items involving other libraries

Revised by the Board of Trustees on September 19, 2014