

# **Bernardsville Public Library**

## **Borrowing Items Policy**

*Amended February 21, 2023*

*Amended January 17, 2023*

*Amended February 19, 2019*

*Amended October 15, 2019*

Library cardholders may borrow items from the library, including books, audiobooks, magazines, music CDs, DVDs, museum passes, book group bags, and more. Cardholders may also use their cards to download or stream movies, music, ebooks, eaudiobooks and other media. Items from other libraries, including those within the MAIN Library Alliance, may have different terms, including differing loan periods and fines.

### **Borrowing Limits**

Borrowers may check out up to 100 items. There is also a loan limit of four new fiction and four new nonfiction books per library card.

### **Loan Periods**

Most materials are due 14 days from check out. There are exceptions. Book Group Bags are due in 6 weeks, DVD's are due in 14 days, and museum passes are due in 4 days. Due dates for downloadable or streaming media vary according to platform and item.

### **Returns**

All items may be returned inside the building during library hours or any time using the drop box outside the library. Returns made to the box after 5:00pm will be checked in on the next business day. Items that are not hardcover or paperback books may not be placed in the drop box for return.

### **Fines**

Most past due items will be charged a fine of 15 cents per day. Museum passes are charged at \$5.00 per day for each day overdue, and book group bags are charged \$1.00 per day for each day overdue. Borrowing privileges are suspended when unpaid fines total \$10.00 or more.

### **Holds**

Patrons may place holds on most items, excepting museum passes. When an item is returned, the library will contact the patron for whom the item is held according to their preferences in the library circulation system. A patron has up to 7 days to claim an item on hold. Interlibrary Loan items are held for 10 days and then returned to the lending library. Interlibrary loan items from outside of the library consortia that are returned without checkout or in-house use will not be requested again for 30 days from the date of return.

**Renewals**

Most items have two automatic renewals, so long as the item is not on hold. Patrons may request an additional renewal, so long as the item has no holds. New fiction and new non-fiction books will be renewed automatically only once, and may not be renewed again.