

## **Moffat Library LOAN POLICY**

New entertainment videos and DVDs and all Family Fun passes circulate for 3 days. Magazines, older entertainment videos and DVDs, video games and holiday books circulate for 7 days. Express books, select local history books, music CDs, instructional DVDs & videos, puppets and puzzles circulate for 14 days. Certain new and/or high-demand items, and all downloadable titles circulate for 21 days. All other materials circulate for 4 weeks.

An overdue fine of \$.20 per day per item will be charged for Express Books, local history books, & music CDs with a maximum fine of \$5.00. An overdue fine of \$2.00 per day per item will be charged for all new DVDs with a maximum fine of \$10.00. An overdue fine of \$1.00 per day per item will be charged for all older videos and DVDs with a maximum fine of \$10.00. All Family Fun passes returned late will forfeit their \$25 cash deposit and if not returned, will be additionally charged the full cost of the membership pass. An overdue fine of \$.10 per day per item will be charged for all other materials with a maximum fine of \$3.00.

Two renewals for a period equal to the initial loan period are permitted unless there is a reserve request for the material. Express Books, certain juvenile book discussion collections, high demand items, holiday books, and AV items may not be renewed.

Telephone renewals are accepted. However, materials that are overdue may not be renewed by phone.

Reserve requests will be accepted for all materials. (See *Reserve Policy*)

The library staff reserves that right to limit the number of items a patron may borrow on a particular subject.

Library materials not available in our collection may be requested through interlibrary loan. These materials will be subject to the circulation policy of the lending library.

Patrons must have their library card in order to borrow materials.

Patrons who have overdue or lost library materials or owe fines are subject to the following as established by the Director's Association of the Ramapo Catskill Library System:

*"Borrowing privilege shall be denied to any patron whose on-line record denotes: \$10.00 in fines and/or fees."* These patrons may not borrow any materials until they have cleared their record except as modified by the library director.

*Moffat Library Board of Trustees  
Adopted October 23, 1996  
Revised March 25, 1998  
Revised January 24, 2011  
Revised June 27, 2011  
Revised January 23, 2012*