

Moffat Library of Washingtonville

Loan & Reserve Policy

Library materials in Moffat Library's collection are available for loan to all patrons of the Ramapo Catskill Library System. Patrons must present their library card in order to borrow materials.

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

The Moffat Library of Washingtonville loan circulation information is shown below.

MATERIALS	LOAN PERIOD	OVERDUE FINES	MAX. FINE	RENEWAL
Reference, Government Docs & Local History Materials	Not Loaned	N/A	N/A	N/A
New Entertainment DVDs	3 Days	\$2.00 per day	\$10.00	No
Family Fun Passes	3 Days	Forfeit \$25.00 Deposit + \$10.00 per day	\$50.00	No
Older Entertainment DVDs & Holiday DVDs	7 Days	\$1.00 per day	\$10.00	2 x 7 days
Pre-loaded Tablets	14 Days	N/A	Full Cost of Device	No
Music CDs, Instructional DVDs, TV Series DVDs, Videogames	14 Days	\$1.00 per day	\$10.00	2 x 14 days
Express (New) Books, Periodicals, Puppets, Puzzles, Early Literacy Kits, Day Tripper Bags	14 Days	\$0.20 per day	\$5.00	No
All Downloadable Titles	21 Days	N/A	N/A	1 x 21 days
All Other Materials	28 Days	\$0.10 per day	\$3.00	2 x 28 days

The Library Staff reserves the right to limit the number of items a patron may borrow on a particular subject.

Renewals – Two renewal periods for a period equal to the initial loan period are permitted unless there is a reserve request for the material. Downloadable E-books are renewable for one period equal to the initial loan period unless there is a reserve request for the material. New Entertainment DVDs, Family Fun Passes, Pre-loaded tablets, Express (New) Books, Periodicals, Children's Puzzles, Puppets, Early Literacy Kits and Daytripper bags may not be renewed.

Telephone renewals are accepted. Materials that are overdue may not be renewed by telephone.

Reserve Requests – Reserve requests will be accepted for all materials. When requested materials become available, patrons will be notified via their choice of telephone, text, email or mail. Express Books, DVDs, Videos will be held for 72 hours after which time the next patron on the reserve list will be notified, or the material will be returned to the shelf or lending library. Other reserved materials will be held for 5 days. The loan periods and fine schedules for reserved materials will follow the lending library’s loan/reserve policy.

It is RCLS policy that borrowing privileges shall be suspended if a patron has overdue or lost library materials or owes \$10.00 or more in fines or late fees.

*The Loan Policy was
Adopted October 23, 1996
Revised March 25, 1998
Revised January 24, 2011
Revised June 27, 2011
Revised January 23, 2012*

*The Reserve Policy was
Adopted September 25, 1996
Revised March 25, 1998
Revised January 24, 2011*

*This policy revised and combined
the Loan Policy (last revised on January 23, 2012)
and the Reserve Policy (last revised January 24, 2011)*

*Adopted on October 7, 2021
Moffat Library Board of Trustees*