

BORROWING

The Board of Trustees of the Community Library is dedicated to expanding, not restricting services. However, practical and economic matters, as well as equity, dictate that no user monopolizes services to the point that others are unfairly deprived. With this in mind, the Board of Trustees has approved the accompanying chart which establishes the Library's borrowing policies.

Originally Adopted: April 24, 2006

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MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY BORROWING POLICY

Policy revised 01/15		MMSH Patrons			Direct Access/III		Fines effective 1/15		Lost or Damaged Fees	
Loan Period	Item	MMSH Patron Limit	MMSH Patron Renewable	MMSH Patron Reservable	Direct Access/III Reservable	Direct Access/III Limit	Per Day	Max Fine	Cost to replace item + \$2.00 processing fee	
3 DAYS	Bike Locks	1	Y(6x)	Y	N	N	\$1.00	\$10.00	Bike Locks	\$23.00
7 or 21 DAYS	Any Combination of 3: Leapfrogs, TAG, Video Games or 21 day CD-Roms	3	Y(6x)	Y	N (Does not include CD-Roms)	N (Does not include CD-Roms)	\$0.50	\$10.00	DVD/Blu-Ray, Cd & game cases	\$1.00
7 or 21 DAYS	Any Combination of 10: 7 day DVDs, 7 day Blu-Rays or 21 day Educational DVDs	10	Y(6x)	Y	Y	Home Lib Limitation	\$0.50	\$10.00	Replacement barcode labels	\$2.00
7 DAYS	NEW DVDs Blu-Rays	10	Y(6x)	Y	N	N	\$0.50	\$10.00		
14 DAYS	Magazines	*	Y(6x)	Y	Y	Home Lib Limitation	\$0.05	\$3.00	Library Cards:	
14 DAYS	Test Books	*	Y(6x)	Y	N	N	\$0.05	\$3.00	First time replaced	\$1.00
14 DAYS	Music CD's	10	Y(6x)	Y	Y	Home Lib Limitation	\$0.05	\$3.00	Each time thereafter	\$2.00
14 DAYS	New Books	*	Y(6x)	Y	N	N	\$0.05	\$3.00		
21 DAYS	Most books	*	Y(6x)	Y	Y	Home Lib Limitation	\$0.05	\$3.00	Missing/damaged Audio Book CD	\$10.00
21 DAYS	CD Roms	See any combination of 3			Y	Home Lib Limitation	\$0.05	\$3.00		
21 DAYS	Puzzles	5	Y(6x)	Y	Y	Home Lib Limitation	\$0.05	\$3.00	Puzzle bags	\$5.00
21 DAYS	GPS	1	Y(1x)	Y	N	N	\$1.00	\$10.00	See Circ Supervisor for GPS, E-Reader or Museum Pass replacement cost.	
21 DAYS	E-Reader	1	Y(1x)	Y	N	N	\$1.00	\$10.00		
website	Museum Passes	1	Y(1x)	Y	N	N	\$20.00	Per Day		

Overdue fine will not exceed cost of item if cost of item is under maximum fine.

MMSCL patrons may take a total of 20 *entertainment* DVDs/Blu-Rays along with a maximum of 10 non red dot and 10 red dot - not 20 of either.

(*) A maximum of 50 items may be checked out per library card with the above limitations. Hold limit is 20 items per MMSCL patron.

An out of district patron's home library may have other restrictions/limitations