

Borrowing Policy of the Mastics-Moriches-Shirley Community Library

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 deprived.

Although we do not charge overdue fines for most items, there are procedures in place to ensure that users behave responsibly with the community's resources.

- The library reserves the right to charge overdue fines for high-demand items such as hotspots and museum passes. These fines are listed with the item information.
- Borrowers are financially responsible for lost and damaged library items.
- Items that are overdue for more than 6 months are considered lost. In these cases, the cost of replacement will be charged to the patron's library record.
 - High demand items, such as hotspots and museum passes, will be marked as lost and their replacement cost will be billed to the patron within a month past their due date.
- The library cannot accept duplicate materials in lieu of the replacement fee.
- The replacement fee is the price listed in the item record. It is non-refundable.
- Patrons may also be responsible for fines or fees generated by other libraries when interlibrary loan or direct access items are returned late.
- Borrowing privileges will be suspended for patrons whose borrowed items are in billed status, or who accumulate fines and fees exceeding \$25.00. Patrons are notified of billed status via email or postal service, based on their account preferences.
- Expired cards will block patrons from borrowing, online resource access, and program registration.

The chart below lists many of the library's resources and their loan guidelines. *The library reserves the right to add to or change these guidelines as needed, with notice to the borrowers.*

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY BORROWING GUIDELINES

Item	Loan Period	MMSH Patron Limit	Auto Renew**	Out of District Patrons Borrow?
NEW Adult Fic/Mys/SFF Books	14 days	*	6x	N
NEW Teen and Childrens Books, Adult NonFic/Bio/Large Print Books, and Audiobooks	21 days	*	6x	N
NEW DVDs and Blu-Rays	7 days	10	6x	N
Books and Audiobooks	21 days	*	6x	Y
DVDs and Blu-Rays (incl Binge Boxes and Non Fiction DVDs)	7 days	10	6x	Y
Videogames	7 days	3	6x	N
HotSpots, GoPros, and iPads	14 days	1	1x	N
Music CDs	14 days	*	6x	Y
Test Books	14 days	*	6x	Y
Google Chromecasts	21 days	1	1x	N
Puzzles, Kits, and Backpacks	21 days	*	6x	N
Blood Pressure Monitors	28 days	1	No	Direct Access
Museum Passes	see website for details	1 per week	No. See website or reference desk for late fine information.	N
* A maximum of 50 items may be checked out per MMSCL library card in addition to specific item limits stated above				
** Auto-Renew of item due dates occurs ONLY if: 1) the item is not reserved by anyone else & 2) the patron's library record remains in good standing				
Items checked out from other libraries, either through InterLibrary Loan or Direct Access, may have different borrowing guidelines, including overdue fines.				
ALL ITEMS: Replacement Cost = price listed in item record. Replacement fees are charged when an item is so long overdue that the Library needs to replace the item, as noted in the patron's library record. There are no refunds on payments for replacements.				
Out-of-District Patrons are governed by their Home Library's lending rules for items they borrow from MMSCL.				