

**Fort Edward Free Library
Policy Manual
Circulation Policy**

The Fort Edward Free Library is a public library with its chartered service area defined as the boundaries of the Village of Fort Edward. An in-district borrower is someone who resides within the Fort Edward Town or Village or someone who pays local taxes and can produce a tax bill in his or her name. All others are considered out-of-district borrowers.

Library cards are available to anyone with a valid driver's license or Photo ID. Children under 14 may obtain a library card with the approval of a parent or guardian.

The library collection is available online along with the collection from other public libraries in the area.

You can register online for an E-card (allows you to download materials) but you then must go to your own community library to register in person to have access to all else the library offers. A fee of \$1.00 will be charged for a replacement card.

Applications must be filled out at the Library.

Cards for juvenile borrowers, those ages 5-13 or in kindergarten, and for teen patrons, those ages 14-17, require permission of a parent, guardian, or care-giver. Children's guardians must meet identification requirements. Teen borrowers have all the rights and responsibilities of adult borrowers. Anyone 18 or older may obtain an adult card.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Fort Edward Public Library and to be responsible for all materials borrowed on their card.

To be in good standing, a borrower cannot have any outstanding debt over \$5.

Borrowing Limits

In district and out of district borrowers have the same privileges. New adult and teen (ages 14 on up) borrowers may borrow up to 2 items at a time during the first 4 weeks of membership. After four weeks, borrowers are limited to a maximum number of 6 items. After 3 months of in good standing, there is a limit of 10 items per child, 25 per adult in good standing. This excludes Holiday Items where they are then limited to 5 per child and 8 per adult. Borrowers may only borrow up to 5 DVD's at a time per household. DVD's older than 6 months of purchase may be borrowed up to one week. If DVD's have more than 3 discs in one case borrowers are limited to only 2 DVD's.

Loan Limit of 3 weeks: Adult non-fiction, older adult fiction, juvenile fiction and non-fiction, teen fiction, and large print titles..

All New Titles Children and Adults: 7 Day with a 3 day renewal.

Audio books: 1 week.

New DVDs: 2 weeks, 3 days

Multiple Disc DVD's: Borrowers checking out any DVD that has 3 disc in a case are limited to these 3 plus 3 single DVD's. If taking out DVD's that have multiple discs, it is up to the discretion of the

library staff to lend out more than 2 that have multiple discs.

DVD's Released 6 months prior to date of checking out may be borrowed up to one week. 1

Late fee per multiple disc DVD's is \$2 per day all others are \$1.00 per day with a maximum charge of \$5 per-month per DVD.. Any DVD not returned after 8 weeks is considered lost and replacement fee and restocking fee will be added to your account registration.

Fees

The Fort Edward Public Library charges a fee for late, lost and damaged material. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures.

Revised March 9, 2016