

# Lambertville Free Public Library

## Circulation Policy and Procedures

### Library Cards

Cards are issued to Lambertville residents of any age, Lambertville business or property owners, students and staff in the South Hunterdon Regional School District, and City of Lambertville municipal employees. Proof of address, ownership, or employment, as appropriate, is required through a lease, utility bill, driver's license, or other official document.

Non-residents may purchase a library card for \$30 a year.

Resident patrons are required to renew their cards every three years to confirm that their account information is accurate. Non-residents are required to confirm their account information annually.

### Borrowing and Fees

#### Loan Periods and Renewals

All circulating items, with the exceptions noted below, have a loan period of three weeks, with two three-week renewals as long as there are no holds on the material.

Exceptions:

- Newly published material and other high-demand material cannot be renewed
- Roku: one-week loan period with one one-week renewal
- Interlibrary Loan Items: Loan period and renewals are dependent on the lending library
- Museum Passes: three-day loan period

Items may be renewed in the following ways:

- Call the library at (609) 397-0275.
- Visit the library in person (no need to bring the book).
- Send an e-mail listing the titles you wish to renew to [staff@lambertvillelibrary.org](mailto:staff@lambertvillelibrary.org), or simply reply to the overdue notice email
- Log into your library account using your Patron ID or email and your password and renew your items online.

#### Renewal Limit

Once an item's renewal limit has been reached, you must return the item. If you wish to check it out again and there are no holds on the material, please speak with a staff member.

Materials not returned by their due date or after their renewal limit has been reached will be considered lost, and a replacement fee will be placed on your account. If the lost material is returned, the replacement fee will be cleared from your account.

## **Fines**

There are no overdue fines for most materials. Exceptions:

- Museum Passes: \$10.00 per day
- Roku: \$1.00 per day

## **Fees for Damaged or Lost Library Materials**

We expect a normal amount of wear and tear to occur as library materials are used. However, when materials are returned in a condition that does not reflect normal wear and tear, replacement fees may be charged at the library's discretion.

The replacement fee for most circulating material is the library cost of the item. Exceptions:

- Museum passes: \$50 replacement cost for lost pass
- Interlibrary loans: Replacement cost determined by the lending library

If your patron account shows accrued fees of \$40 or more, you will not be able to check out material or access the digital library until the accrued balance is under \$40 or the items are returned. Fees may be paid by cash, check, or money order. Payments by check or money order may be mailed to:

Lambertville Free Public Library  
6 Lilly Street  
Lambertville NJ 08530

The Library reserves the right to waive fees for lost or damaged materials at our discretion. If you are unable to return items or pay replacement fees, please speak to a staff member to discuss your options.

## **Holds**

Holds may be placed on any circulating material. To place a hold on an item, you may visit us in person, call us at (609) 397-0275, or do the following:

1. Log into our catalog with your email or your Patron ID and password
2. Search for the desired item and select "Hold".

When your item is ready for pick-up, you will receive an email or phone call. Pick up your item at Checkout Desk.

Holds will automatically be cancelled if they are not picked up after 7 days.

## **Book Drop**

Patrons may deposit returns 24/7 in the book drop at the entrance near the parking lot.

Exceptions: Roku returns must be brought to the checkout desk. Book donations must be brought inside or placed on covered side porch.