

**Policy Manual – Operating**

**Borrowing Policy**

**Borrowing**

- Full borrowing privileges are available to residents of Parsippany-Troy Hills Township.
  - Parsippany-Troy Hills taxpayers and residents are eligible for a free library card, offering full service at the Parsippany-Troy Hills Library System, as well as borrowing privileges in other libraries belonging to M.A.I.N., Inc. and the Open Borrowing Program.
  - Employees of Parsippany-Troy Hills Township businesses are entitled to a courtesy card. Courtesy cardholders are entitled to borrow material at the Parsippany-Troy Hills Library System and the Morris County Library only. They may also place holds for pickup at the Parsippany-Troy Hills Library System but other libraries reserve the right to limit items sent for courtesy cardholders. The library requires proof of employment (e.g. letter from your employer or a pay stub.) Courtesy cards are valid for one year and are renewed upon proof of continuing employment.
  - Individuals residing temporarily at a facility such as a hospital, rehabilitation center, hotel, or shelter located within Parsippany-Troy Hills, are eligible for a temporary card. Temporary cardholders are entitled to borrow material at the Parsippany-Troy Hills Library System only. Temporary cardholders may not request materials through the patron online request system; however, library staff may place holds on their behalf. Temporary cards are valid for 3 months.
  - Individuals who live in communities participating in M.A.I.N., Inc. or the Open Borrowing Program must apply for a library card in their home library.
- Children under the age of 18 must have their registration cards signed by a parent or guardian.
- Proof of a Parsippany-Troy Hills Township address is required at the time of registration.
- Library cards must be renewed every three years; proof of address is required for card renewal. As a courtesy, library cards in good standing may be renewed by phone for three months. At the end of the three month period, proof of address will be required for renewal.
- Library materials are due by the date shown on the receipt presented to the customer at check out or in the customer record.
- Library records are confidential; customers must have a library card to obtain a list of items checked out or on request.
- Customers may have up to 100 items checked out at any one time.
- A book drop is located at the entrance of the Main Library and Lake Hiawatha Branch library for returning books and audiovisual materials. Items may be returned to any Parsippany-Troy Hills Library System or any MAIN library.
- Borrowing privileges are suspended when \$10.00 or more is owed, or when there is one long overdue or lost item.

**Loan Periods, Overdue Fees, and Renewals**

| Format | Loan Period | Overdue Fee | Renewals |
|--------|-------------|-------------|----------|
|--------|-------------|-------------|----------|

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|                               |         |                         |   |
|-------------------------------|---------|-------------------------|---|
| Audiobooks                    | 28 Days | n/a                     | 2 |
| Best Sellers                  | 14 Days | n/a                     | 0 |
| Book Club in a Bag            | 28 Days | n/a                     | 0 |
| Books (Adult/Teen/Children's) | 28 Days | n/a                     | 2 |
| DVD TV Series                 | 28 Days | n/a                     | 2 |
| Early Literacy Kits           | 14 Days | n/a                     | 0 |
| Feature DVDs & Blu-rays       | 28 Days | n/a                     | 2 |
| Games                         | 28 Days | n/a                     | 2 |
| Instructional DVDs            | 28 Days | n/a                     | 2 |
| Interlibrary Loans            | 28 Days | n/a                     | 0 |
| Launchpads                    | 14 Days | n/a                     | 0 |
| Library of Things*            | 14 Days | \$1.00/day, \$25.00 max | 0 |
| Library of Things technology* | 14 Days | \$5.00/day, \$25.00 max | 0 |
| Museum Passes, physical**     | 3 Days  | \$5.00/day, \$25.00 max | 0 |
| Museum Passes, printed**      | 1 Day   | n/a                     | 0 |
| Music CDs                     | 28 Days | n/a                     | 2 |
| New Books (Adult & Teen)      | 14 Days | n/a                     | 2 |
| New DVDs                      | 14 Days | n/a                     | 0 |
| Parenting Packs               | 28 Days | n/a                     | 2 |
| Playaway Book-packs           | 28 Days | n/a                     | 2 |
| Playaway Views                | 28 Days | n/a                     | 2 |
| Summer Reading                | 14 Days | n/a                     | 2 |
| Video Games                   | 14 Days | n/a                     | 0 |
| Wonderbooks                   | 28 Days | n/a                     | 2 |

\* A \$5.00 fine will be charged if a Thing is returned in the book drop, a \$10.00 fine will be charged if a Thing is returned to another library.

\*\* Only 1 pass per museum may be checked out in the same month.

**Lost and Damaged Materials**

When materials are 45 days past due, they are considered “Long Overdue”, and when materials are 60 days past due, their status changes to “Lost”. At that time, the price of the items are posted to the customer’s account. Cardholders are responsible for lost or damaged materials checked out on their library card. In the case of children under the age of 18, a parent or legal guardian is responsible for items loaned on their child’s card.

**Replacement Costs for Library Materials**

The library charges the price listed in the library catalog for lost, damaged, or unreturned materials, except:

- Museum passes \$100 replacement cost for lost pass.
- Interlibrary loans replacement costs are determined by the lending library.
- For Library of Things and Library of Things technology, see Library of Things Policy and Lending Agreement.

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When no price is listed in the library catalog or on a current Internet retail site, the library charges the following replacement costs:

|                         |      |
|-------------------------|------|
| Adult Books             | \$25 |
| Adult Audiobooks        | \$50 |
| Children's Books        | \$15 |
| Children's Audiobooks   | \$40 |
| Paperbacks - Fiction    | \$10 |
| Paperbacks - Nonfiction | \$20 |
| Music CDs               | \$15 |
| DVDs                    | \$25 |
| Video Games             | \$50 |
| Wonderbooks             | \$60 |

Customers may also replace a lost, damaged or unreturned item with an identical item in new condition.

### **Placing Holds on Materials**

Cardholders may place requests for materials any time on the library website, MAIN app, or, during library hours, by telephone to the Information desk, or at the Library using one of our public computers with staff assistance at the Information and Children's Services desks. Parsippany cardholders will have priority for all Parsippany Library items. Cardholders may not check out an item that is being held for another customer.

A cardholder may authorize a specific person or persons to pick up requested materials. Library staff enters the names of authorized persons in the cardholder's account.

The requested material will be held for seven days.

Holds can be canceled by the cardholder any time by using the library's online library catalog, MAIN app, or in-person at the Library, or by telephone to the Customer Service Department.

### **Reciprocal Borrowing**

The Parsippany-Troy Hills Library System is a member of the Morris Automated Information Network (M.A.I.N., Inc.), which includes the Morris County Library, public libraries in Morris County, the Hunterdon County Library System and its affiliates, Bernards Township Library, Bernardsville Public Library, and Hackettstown Public Library which offers reciprocal borrowing by patrons of these libraries. Customers are required to register for a library card at their home library and may use it at any of the M.A.I.N., Inc libraries. Many of the circulation policies are common to all the network libraries.

- **Open Borrowing**

- The public libraries in M.A.I.N., Inc also participate in an Open Borrowing Program, which includes some libraries in northern New Jersey counties. Patrons from these libraries are eligible to borrow from all participating libraries using their hometown library card. Customers must also obtain an Open Borrowing sticker from the home library.

### **Interlibrary Loans**

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When an item is not owned by the library or any of the other M.A.I.N. libraries, the library will attempt to borrow the item from a library outside of the reciprocal borrowing network.

The following guidelines apply to interlibrary loans:

- The person placing the request must have a current library card that is in good standing.
- The library will try to borrow any item that is made available in its interlibrary loan network for books, audiobooks, DVDs and CDs.
- Interlibrary loan requests may be initiated at the Information Services Desk, in person by telephone, or on the library's website. Website requests must be approved before the request is submitted.
- The library will not request rare books, reference books, titles in high demand, titles published within the past six months, periodicals or newspapers.
- Patrons may not have more than five ILL items charged to their account at one time.
- Interlibrary loan items are loaned for four weeks, but must be surrendered immediately if recalled by the lending library.
- Interlibrary items must be returned at the circulation desk. They may not be returned in the outside bin, nor may they be deposited the circulation return slots.
- There is no charge for most interlibrary loan requests. However, some institutions request payment for lending, shipping, and insurance. It is the borrower's responsibility to pay for all financial transactions should any occur.
- Patrons must pay the replacement cost for interlibrary loan items that they lose or damage. The replacement cost is determined by the lending library.

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