

## Carteret Free Public Library Circulation Policy

<p><b>Library Cards</b></p>	<p>To apply for a library card, a new patron must present proper identification and proof of residency. Library cards are good for three (3) calendar years, and must be renewed thereafter. The following persons are eligible for a library card:</p> <ul style="list-style-type: none"> <li>• Residents of the Borough: Current Driver's License or Utility Bills</li> <li>• Property Owners / Taxpayers of the Borough: Current Paid Tax Bill</li> <li>• People who work in the Borough Current Letter from Company or Current Pay Stub</li> <li>• Students who attend Carteret Schools Certification from school or School ID with Name and Address.</li> </ul> <p>Children from age 0 through 6<sup>th</sup> grades must be accompanied by a parent or guardian.</p> <p>Parent/Guardian must give consent for internet access up to age 18.</p> <p>Students from the 7<sup>th</sup> to 12<sup>th</sup> grade receive an adult library card.</p> <p>Patrons will be blocked when they accrue \$5.00 in fines or fees. Patrons are responsible for all items checked out on their cards. Please report lost or stolen cards to the library immediately.</p> <p>Those who are not eligible for a Carteret library card may purchase a subscription library card \$50 per year</p>
<p><b>Online Library Cards</b></p>	<ul style="list-style-type: none"> <li>• Patrons may apply for a Carteret Public Library card online. To activate your permanent library card and receive full library privileges you must visit your home library with your virtual library card number, proper identification and proof of residency. A permanent library card will be issued at that time. Your virtual library card will only be valid for 30 days.</li> </ul>
<p><b>Media Rental Fees</b></p>	<ul style="list-style-type: none"> <li>• New DVD \$1.50 each. Patron must be 18 or older. Limit 5 at a time.</li> <li>• Old DVD Free. Patron must be 18 or older. Limit 5 at a time.</li> <li>• All VHS Free. Kids can borrow VHS. Limit 5 at a time.</li> <li>• Music CD's &amp; Books on CDs Free. Limit 5 at a time. Patron must be 18 or older.</li> </ul>

<b>Media Rental Time</b>	<ul style="list-style-type: none"> <li>• New Releases 2 days. DVD's checked out on Friday can be returned following Monday.</li> <li>• Old Release 7 days.</li> <li>• VHS 7 days.</li> <li>• Music CD's 14 days.</li> <li>• Books on CD's 14 days.</li> </ul>
<b>Overdue Fines</b>	<ul style="list-style-type: none"> <li>• \$1 a day for AV materials eg. DVDs, music CDs, books on CDs.</li> <li>• \$0.50 a day for VHS tapes</li> <li>• \$0.15 a day for books, magazine.</li> <li>• Maximum fines for all items \$10</li> </ul>
<b>Lost Library Cards Fee</b>	<ul style="list-style-type: none"> <li>• Replacement card \$2.00</li> </ul>
<b>Inter Library Loan (ILL)</b>	<ul style="list-style-type: none"> <li>• Immediately after becoming a patron.</li> </ul>
<b>Book Loans</b>	<ul style="list-style-type: none"> <li>• Bestsellers 14 days.</li> <li>• Books are 14 days for new and 21 days for old.</li> <li>• Back issues of magazines are 7 days.</li> </ul>
<b>Renewal Limit</b>	<ul style="list-style-type: none"> <li>• All items can be renewed twice (2) if there are no holds.</li> <li>• Patrons can renew online, via the phone and in person with their library card. If someone doesn't have their library card a photo ID is acceptable.</li> </ul>
<b>Restrictions to Other Libraries</b>	Cannot borrow: <ul style="list-style-type: none"> <li>• New DVD's</li> </ul>
<b>Xerox</b>	<ul style="list-style-type: none"> <li>• \$0.10 for 8 ½ × 11, 8 ½ × 14</li> <li>• \$0.20 for 11 × 17</li> <li>• \$0.50 for 8 ½ × 11, 8 ½ × 14 color copies</li> </ul>
<b>Scanning</b>	<ul style="list-style-type: none"> <li>• \$1 per page</li> </ul>
<b>Faxing</b>	<ul style="list-style-type: none"> <li>• Local Outgoing &amp; Incoming - \$1 per page.</li> <li>• International Outgoing &amp; Incoming - \$5 for 1<sup>st</sup> page. \$1 each additional page.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Teachers are not fine exempt.</li> <li>• If the system is down a patron can only check out 5 items.</li> <li>• Computer limit 2 hours per day for Carteret patrons and ½ hour for visitors and those without their library card.</li> </ul>