



Clark Public Library Borrowing Guidelines

Borrowing, Fines & Renewing Library Materials:

Loan Periods

Item	Loan Length	Number of Renewals	Daily Overdue Fee	Maximum Overdue Fee Per Item
Books	28	1	0	\$5.00
New Books	14	1	\$0.25	\$12.00
New DVDs	3	0	\$1.00	\$12.00
New DVD Sets	7	1	\$1.00	\$12.00
Audio Books	28	1	0	\$5.00
Music CDs	14	1	\$0.25	\$12.00
Magazine	14	1	\$0.10	\$12.00
DVD	7	1	\$1.00	\$12.00
Museum Pass	2	0	\$15.00	Cost of Pass
Telescope	7	0	\$10.00	Cost of Telescope
ChromeBook	14	1	\$10.00	\$350.00
iPad	14	1	\$10.00	\$400.00
WiFi Hotspots*	14	1*	\$10.00	Cost of Hotspot
Vox Books	14	1	\$0.10	\$12.00
High Demand/ SummerReading*	14	1	\$0.10	\$12.00
ILL	14	1 (7 days)	\$0.25	\$12.00

- All 28 day loan period books are currently fine free at this time. **If any item becomes overdue after 45 days, the patron will have to pay a five dollar overdue fee per item that will not be waived.** After 60 days the cost of the book plus service charge to replace the item will be added. Fine-free books do not include overdue fines on materials owned by other libraries, nor does it include replacement fees for any lost or damaged items.
- **Summer Reading books will be considered high demand from 6/1-9/15 and will accrue fines if not returned on time.**

- ***If any item becomes in high demand due to holidays, vacations, popularity, or unforeseen circumstances then that item will no longer be renewable.**
- Calculation of fines on overdue items begins to accrue on the day after the due date.
- Maximum of 50 items per library card. You may borrow up to 10 new books, 10 CDs, 10 audio books, 10 DVDs on your card.
- Library material placed in the book drop after the library has closed on the day that they are due shall not be considered overdue. All materials must be in the dropbox before the library opens for the day.
- A patron's borrowing privileges will be suspended when his or her unpaid library charges reach a level of \$20.00.
- A patron who wishes to contest a fine may speak to the library director, who shall have final determination as to whether or not any fines of \$5.00 and over shall be waived. Fines below that amount may be waived at the discretion of the staff. The librarian on duty or circulation supervisor has the authority to override the circulation system, and may do so at his or her discretion so that a patron may be permitted to check out additional materials in spite of an outstanding fine.
- No fines or borrowing charges for homebound patrons, 4 week loan period for all book material circulated to homebound customers.

Renewing Library Materials

Most library materials can be renewed for one additional loan period. All books can be renewed as long as the book has no holds on it. The Clark Public Library will not renew new DVDS, museum passes, mobile hotspots, or the telescope.

There are several ways to renew library materials:

- At the library's Circulation Desk.
- Online at clarklibrary.org
- By phone at 732-388-5999 ext.1
- By email to circulation@clarklibrary.org. The message must include the cardholder's name, library card number and the titles they wish to renew.

New & High Demand Items

- The decision to classify an item as circulating (as opposed to reference) and to determine the length of circulation shall be made by the professional staff.
- Newly purchased books or media placed in the circulating collection shall be categorized as "New" for a period of not less than three to six months. Material designated as "New" shall be subject to different circulation policies.
- Books which have circulated extensively or have large numbers of holds placed on them may remain as "New" books for a longer period of time at the discretion of the librarian.
- "New" items, with the exception of single disc DVD's, can be renewed once if there are no reserves for the item.
- Books assigned as a summer reading requirement for school will have a 14 day loan period. The circulation of summer reading books will be limited to 10 books per library member per grade level. Summer Reading books will be considered "high demand" from 6/30-9/1, and will accrue fines if not returned on time.

- At the discretion of the professional staff, some library books may be removed from the circulating collection and designated for in library use only when demand for a particular book or topic is high.

Placing Holds on Materials

Library cardholders may place a hold on items that are currently checked out. Cardholders will be notified by phone or email when a requested item is available for pickup or download. The status of a requested item can be checked online at clarklibrary.org or by clicking PLACE HOLD in the online catalog. A reserve placed by a Clark resident or patron who has purchased a Clark Library card shall take priority over any reserves for that item placed by non-residents.

There are several ways to place a hold:

- At the Clark Public Library Information desk.
- By phoning the Information Department at 732-388-5999, Press 2, the Circulation Department, Press 1, or the Children’s Department at 732-388-5999, Press 4.
- Online through the library catalog at <http://ls2.clarklibrary.org:8080/?config=ysm#section=home>.

Replacement Guidelines

Item	Cost
YA & Adult Fiction Books	\$25.00
YA & Adult Non-fiction Books	\$25.00
Juvenile Fiction Book	\$25.00
Large Print Book	\$40.00
Vox Books	\$40.00
Magazine	\$10.00
Music CDs	\$18.00
Audio Books	\$75.00
Artwork Cover	\$3.00
Broken CD/AudioBook	\$10.00
DVD	\$25.00
Museum Pass	Cost of Pass
Telescope	\$500.00
Chrome Book	\$350.00
Chromebook charger	\$30.00
iPad	\$400.00
USBC power adapter & cable	\$40.00
WiFi Hotspots	\$125.00

Replacement Charges

- Replacement charges will be assessed when an item is lost or if an item has been damaged beyond the point of easy repair. The charge will be the actual cost of the item when available or the default charge as listed above.
- Any item that becomes lost by a patron may be purchased by the patron. It must be replaced with the same isbn number (please call the library for further information). The item must be in new condition, and the patron will still have to pay the \$5.00 dollar service charge.
- In all cases a \$5.00 service charge is added to the cost of the item.
- When a patron pays a replacement fee plus service charge for a lost item, they are relieved of responsibility for any fines that may have been incurred on that item.
- If a patron finds and returns a lost item within 30 days of paying for the item, they will receive a refund for the replacement cost of the item. Patrons must fill out a voucher, and a check will be mailed to them. Service charges are non-refundable.

Service Charges

Item	Amount
Service Charge for Lost Books	\$5.00
Lost Barcode	\$2.00
CD & DVD Case	\$3.00
DVD Case	\$3.00
Audiobook Case	\$8.00
Lost Library Card	Free
Non-resident Library Card Fee	\$65.00
Printing & Copying B&W per Page	\$0.15
Printing & Copying in Color per Page	\$0.75

Interlibrary Loans

While the Clark Public Library maintains a balanced collection that meets the needs of the community it serves, it is not possible to purchase every item that each cardholder wishes to access. Therefore, the library will attempt to borrow any item that it does not own from another library.

The following guidelines apply to interlibrary loans:

- Interlibrary loans are only for Clark Public Library card holders.
- The person placing the request must have a library card in good standing with Clark Public Library.

- The library will try to borrow any item that a library in its interlibrary loan network makes available for loans, including books, audiotapes, DVDs and CDs.
- Interlibrary loan requests may be initiated at the Information or Children's desks in person or by telephone or email.
- Library staff will assist cardholders in identifying and locating the items they need.
- If the requested item is a recent release, the interlibrary loan request is evaluated by a materials selector as a possible purchase.
- Interlibrary loan items are loaned for a period of two weeks with one week renewal unless the lending library stipulates otherwise.
- Borrowers 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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