

Circulation Policy

The circulation policy of the Pennsauken Free Public Library (PFPL) exists to facilitate community access to the materials and information in the library's collection.

Borrowing privileges

- PFPL encourages patrons to bring their library card to the library as often as possible to present at the time of check-out in order to borrow material.
- In the absence of a valid PFPL card, acceptable identification (i.e. state, federal or other valid ID) may be presented to borrow library material a limited number of times.
- Lost library cards need to be reported immediately. The replacement fee for a lost card is \$4 per card.
- Borrowing privileges will be suspended on cards having a fine balance of \$5.00 or more per the attached schedule.

Renewals

- Renewals may be requested in person, on the phone during library open hours or, in most-cases, on-line.
- Materials which are renewable can be renewed if there is not a hold on that item.

Holds & Reservations

- Patrons with a valid library card may place most items on hold that are currently checked out.
- When items are ready for pickup, patrons will be notified by phone or email.
- The following items cannot be reserved more than one hour prior to pick-up, if available:
 - Museum Passes
 - Hot Spots
 - Video Games
 - Launch Pads
- Reservations must be made during open Library hours only

Returns

- Library materials must be returned to the library during open PFPL hours only.

Overdue Materials

- Overdue fines are assessed if items are not returned or renewed by the due date. Due dates are listed on the receipt handed to you at checkout or can be viewed on your account on-line.

Lost or Damaged Items

- It is the borrower's responsibility to maintain the condition of all borrowed materials. When an item is lost or damaged beyond repair, the patron will be asked to pay the replacement cost of the item. Interlibrary loan replacement or damage charges may vary depending on the lending library's policy.
- Upon payment for a lost book, media resource or museum pass, any fines accrued for that item will be forgiven except for any court costs incurred which must be paid before library privileges can be resumed.

The attached list includes all items that currently may be checked out of the library, the loan period, the number of times an item can be renewed, the number of items that can be checked out at one time, the associated daily fees for overdue material and the maximum fine amount

for that individual item (Fine Cap). Loan periods, number of renewals, limits and daily fees are subject to change at the discretion of the Library Director. When any of the circulation rules are changed, the new list will be published and made available to library patrons.

Approved – 11/25/2019, Amended 2/24/2020