

# Pope Memorial Library

## Borrowing, Fees & Fines Policy



### Material classifications and borrowing periods

- Books and CDs (also called audiobooks)
  - Check out for 3 weeks
- Periodicals:
  - Check out for 2 weeks
- Rental DVDs:
  - Less than 12-months old are referred to as “Rental DVDs”
  - Are charged a rental fee of \$1 for a 2 week check out period
- All other DVDs
  - Check out for 2 weeks
- ILL items:
  - Patrons may request up to 3 items at any time through ILL at no cost
- E-Readers, Library of Things and Equipment:
  - Check out for 2 weeks at no cost and must be returned at the circulation desk

Items should be returned at the circulation desk when the library is open.

When the library is closed, patrons can return:

- Books and periodicals in the large blue drop box
- CDs and DVDs in the small blue drop box

An item can be renewed in person, over the phone, or via email to [staff@popelibrarynh.org](mailto:staff@popelibrarynh.org), and only if there is no reserve on the item.

### Payment for Damaged and Lost Items

A library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

- On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
- The library’s computer system will notify customers of the overdue materials via email or text, depending on patron preference.
- Patrons with an account balance of \$15 or more shall forfeit borrowing, renewing, internet, wireless, and meeting room privileges until materials are returned or replacement costs are paid.
- Customers experiencing unusual difficulty in returning their materials should contact the library circulation staff.
- Patrons should resolve disputed replacement fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.

Patrons are expected to report damaged materials to the library; failure of patrons to report damage results in the patrons being charged for the damage.

**Approved by the Board of Directors – 8.10.23, amended 12.14.23**

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Lost rare and out-of-print books shall be paid for at their fair market value price plus a service charge of \$3.

Materials	Daily Fine	Maximum Fine	Default Replacement Cost
Books			\$20
Rental Books			\$20
Circulating periodicals			\$5
Interlibrary loans			\$50
Audiobooks			\$50
Book discussion kits			\$200
DVDs	25¢	\$5	\$20
Rental DVD	25¢	\$5	\$20
Kindles and other Equipment	\$1	\$5	\$100