

Shaw Public Library

Circulation and Borrowing Privileges

REGISTRATION REQUIREMENTS

The Shaw Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Shaw Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Shaw Public Library need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every year without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Shaw Public Library and is a patron in good standing.

Individuals residing beyond the jurisdictional boundaries of the Shaw Public Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Shaw Public Library, may purchase a non-resident card for the price of \$10 for individual or \$20 for a family. A temporary card for a three-week period may be purchased for \$5.00.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the Shaw Public Library must bring with them two forms of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card. The borrower's card will be sent to the patron via the U.S. Mail.

Children under the age of 18 must have a parent's signature on any initial application for a library card. The application must be completed with both the child and adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

ELIGIBILITY TO BORROW

Individuals presenting valid borrower's cards issued by the Shaw Public Library are eligible to borrow materials from the Shaw Public Library when the following conditions are met:

1. No materials which are more than one circulation period are overdue on their card.
2. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the library director. However, the patron may request and receive a 24-hour hold on the

item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

RECIPROCAL BORROWING

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making your selections.

FEES AND FINES

The Shaw Public Library has established, in addition to the schedule for lost or damaged items. This schedule is part of the Shaw Public Library Procedures Manual.

Fees for library services are part of the Procedures Manual and include fees for photocopies, faxes, printing, etc.

LENGTH OF LOANS

The Shaw Public Library circulates materials in a variety of formats including books, magazines, books on cassette, and CD-ROM. The following terms of loan are applicable as indicated:

	Length of Loan	# Allowed	# of Renewals
Books	21 days		2
Audiobooks	14 days	3	2
Magazines	7 days	5	0
DVD	2 days	5	1
DVD Series	14 days	5	0

LOST AND/OR DAMAGED MATERIALS

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. The replacement cost schedule may be found in the Procedures Manual and will include current or average retail cost for the item plus a processing fee.

INTERLIBRARY LOAN

When patrons want material that is not available within the Shaw Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period determined by the lending library, not the Shaw Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Shaw Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

HOLDS

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Shaw Public Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

CONFIDENTIALITY OF RECORDS

The Shaw Public Library abides by Maine Statute Title 27, Chapter 4A section 121 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Shaw Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Shaw Public Library does not make available lists of registered library patrons except in compliance with the law.

CIRCULATION AND BORROWING PROCEDURES

Fees

Copies: \$.25 per page.

Fax/transmission: \$2.00 for the first page and \$1.00 for each page after. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

The Shaw Public Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer printouts: \$.25 per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.

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