

NCC CIRCULATION POLICY

Patrons

Any resident or taxpayer of Newport, Maine is eligible to become a Newport Cultural Center library patron with a valid, government-issued, photo ID listing the current address. In place of a government issued photo ID, two forms of identification must be presented to verify residency, one of which must be a photo ID. Other acceptable forms of identification include, but are not limited to, school issued photo ID, utility bill, or voter's registration card identifying the borrower's name and current address.

Residents of towns that pay a fee to the Town of Newport to provide library services to their residents are eligible for membership for an annual fee of \$5.00. All others are eligible for membership for an annual fee of \$25.00. Identification guidelines are the same as for Newport residents.

AGE LIMITATION

Minors 12 and under must have a parent or guardian present to sign the application before checking out any materials.

Patrons ages 13-17 will be allowed to check out two items on their initial visit after completing a membership application form. However, in order to check out additional items, the new patron must return a copy of the application form signed by a parent or legal guardian.

LOAN POLICY

1. Library materials available for circulation may be borrowed from the library with a valid membership.
2. Library books are loaned for a period of two weeks. DVDs and magazines are loaned for a period of one week.
3. Library materials may be renewed once. Exceptions will be made at the discretion of the librarian if there is no one waiting for the material.
4. No more than 3 DVDs may be signed out to any household at one time.
5. Library staff may place additional restrictions on households with a history of overdue or lost materials, with approval of the Executive Director.

OVERDUE MATERIALS

1. Overdue library materials may be assessed a fine at the Executive Director's discretion.
2. Patrons with more than \$5 in fines or fees may not borrow other items, from our library or through interlibrary loan, until the overdue item(s) are returned and the fines/fees do not exceed \$5.
3. Library staff may contact patrons who have materials more than 4 weeks overdue. Email is the first means of communication, and it is the patron's responsibility to keep that information up to date in our records. Library staff will use various means to contact patrons to retrieve the materials and collect fines. (These means might include certified letters and assistance from the police department if necessary.)

DAMAGED OR LOST MATERIALS

1. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses or damages, beyond normal wear and tear, any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for any lost or damaged library material.

Lost/damaged item fees/terms are as follows:

- No replacements will be accepted for lost/damaged items.
 - Book, magazine, or DVD: patron is charged the full cover/list price
 - Book on CD - \$10 per CD (if the entire item is lost, then 100% of full price)
 - Lost CD or DVD insert - \$2
 - Lost CD or DVD case - \$2
2. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending library.

INTERLIBRARY LOAN

The NCC is a member of the Maine interlibrary loan system in order to borrow materials for its patrons from other libraries. The following conditions apply:

1. You must have a valid Newport Cultural Center library membership, and no outstanding fees, to borrow through the interlibrary loan system.
2. Materials borrowed through interlibrary loan must be returned by the due date. Habitual failure to do so may result in individual loss of the privilege. Renewals may be possible; check with the librarians to be sure.
3. An interlibrary loan fee of \$3.25 is assessed for any item requested that must go through the postal system. The fee is payable at the time of the request. No fee is charged if material is available through the delivery system.

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