

HUNTERDON COUNTY LIBRARY

Circulation Policy Manual

Hunterdon County Library Headquarters
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Updated January
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Patron Registration

The Hunterdon County Library issues free HCL library cards renewable every three-years, to all residents of Hunterdon County with the exception of residents of the City of Lambertville, Milford and Flemington Boroughs. These three municipalities support local libraries with the library tax dollars paid by the residents. Identification to indicate current residency must be provided by the person upon applying for a Hunterdon County Library card.

1. Persons must be at least seventeen years of age, with proper ID to register for a library card.
2. Children under the age of seventeen will be issued a card in their name with the signature of a parent or legal guardian and proof of residency provided by co-signer.
3. Patrons living within Flemington Borough can have their Flemington Free Public Library card entered into the HCL circulation system or will be issued a FFPL card at HQ, NCB, or SCB.
4. Non-Residents who own property or own a business in the Hunterdon County Library service area eligible for free Hunterdon County Library cards. These cards are renewable annually.
5. Non-residents who teach at a public school in the Hunterdon County Library service area or at Raritan Valley Community College as well as non-resident County of Hunterdon employees are eligible for free library cards. These cards are renewable annually. Non-resident teachers must present a letter on school letterhead from the school principle, superintendent, or the school librarian, stating that they teach a class. They also need to show their regular ID.

6. Non-Residents who wish full Hunterdon County Library cardholder privileges may purchase an annual Hunterdon County Library card for a fee set by MAIN.
7. Persons living in Hunterdon County on a temporary basis may have a free Hunterdon County Library card if they can provide identification with a current, local address. These cards are renewable annually.
8. RVCC students with current College ID, schedule or paid bill, may have a Hunterdon County Library card renewable annually. RVCC faculty may now get library cards, and have been directed to go to Headquarters, North or South county libraries with current proof of employment in order to get a free library card.
9. Students who are Choice School students but live out of the Hunterdon County Library service area may be issued a Hunterdon County Library Card until June 30 of the current school year; these cards will not permit students to check-out DVDs.
10. A Hunterdon County Library card is valid at any library in the county, including the Bookmobile, except at the Lambertville Public Library and the Milford Public Library. H C L S c a r d s m a y a l s o b e u s e d a t a l l M A I N L i b r a r i e s . Hunterdon County Library cards may be used at the Flemington Free Public Library.
11. Patrons may have up to 100 items out at any time. Item type and collections may be limited locally.
12. Institutions will be granted library cards at the discretion of the Library Director or Head of Circulation. Cards will include the name(s) of any persons authorized to check out item



Identification

1. The Hunterdon County Library wishes to provide free library cards to all eligible residents and non-residents. Identification is requested to verify that the applicant lives within the area that supports the Library financially (or owns property, owns a business or teaches in the county) and to have enough information to contact the patron regarding overdue, billing and other notices.
2. All persons wishing to obtain a Hunterdon County Library card must show identification that must include the name and current address of the person applying for the library card. (In the case of minors applying for the card, the identification must be in the name of the parent/legal guardian co-signing for the card.) The guardian does not have to show proof of guardianship. If a person receives mail at a post office box, a street address must also be provided.
3. Staff members are encouraged to use sound but flexible judgment in accepting applications and address proof, remembering that the library's major aim is to provide library cards to all eligible persons.
4. Library card applications are available on-line as well as at any Hunterdon County Library.



Check Out

1. Patron must be a registered borrower of the Hunterdon County Library with a valid Hunterdon County Library Card.
2. Patrons may not check out if they owe \$10.00 or more in overdue fines, library fees, or items are 8 weeks overdue or longer.
3. Overdue fines are charged for items not returned by the close of business on the due date.
4. The library is not responsible for damages that may occur to equipment in the playing of library audio/AV material.
5. AV materials are licensed for non-commercial, private exhibition. Any other use or copying is strictly prohibited. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted AV materials. Teachers may not use AV materials in classrooms nor can AV materials be shown at club meetings without proper permission from the company who produced it.
6. Patrons may not check out if they have materials that are 8 weeks or longer overdue.
7. Patrons may have up to 100 items out at any time. Item type and collections may be limited locally.
8. Borrowers may not check out using anyone else's library card unless they are in possession of the card.
9. Only the Extension Services Department may check out items to an Elementary, Middle or High School. Nursery schools may check out if they have been issued library cards. DVDs are not available for loan to schools.



PERIODICALS

Current periodicals do not circulate at HC, NC and SC.



Renewals

1. Renewals are automated; items with no requests will be renewed up to two times for the items' assigned borrowing time.
2. Inter Library Loan items may be renewed once by the patron; additional renewals are at the discretion of the ILL Department.
3. Patrons may renew items from a remote location through the library's online catalog available through the library's website. A library card and pre-registered 4-digit PIN are required.
4. A patron may not use another library card to check out an item that has reached maximum renewals.
5. Items that have requests on them for other patrons may not be renewed.



CONFIDENTIALITY

Only tell a cardholder the items he or she has checked out, not items another patron has checked out on another card. THIS IS CONFIDENTIAL INFORMATION. The exception is if a parent of a minor would like to see what is checked out on the child's card. The parent must have the library card with them. If a patron phones, they must give their library card number to be given any information. No information is to be given out concerning someone else's record. No information is to be given to authorities without a search warrant. Direct all inquiries to the Director.



Check in

1. Items owned by any MAIN Library may be returned to any MAIN Library
2. Fines and charges incurred during the course of borrowing items may be paid at any MAIN Library.
3. Inter-Library Loan items should be checked in on Polaris.



Overdues

1. Fines are calculated daily except for Sundays and Holidays or any time the library from where the book was borrowed is closed.
2. Overdue fines for Bookmobile materials are the same as Headquarters.
3. Items overdue eight weeks, or overdue fines of ten dollars block the patron's card. No check-outs are allowed.
4. For overdue fines see chart below.

Notification

1. The Hunterdon County Library will attempt to reach patrons when items become overdue. Patrons may choose to be notified through e-mail, text, or a print notice.
2. Phone calls or written reminders are a courtesy; the responsibility to return items on time rests with borrower.
3. "Almost Overdue" notices will be sent out through e-mail depending on original due date of item
4. Patrons who have received a final overdue notice until items are returned or fees resolved.

OVERDUE FINES

Overdue fines are not intended to be punitive nor to limit access to the library collection, but rather to discourage the abuse of borrowing privileges. Notices, bills, and phone calls to borrowers notifying them of overdue materials and/or charges are a courtesy. Fines will not be assessed for Sundays or days the library is not open.

Item Type	Daily Charge	Maximum Fine
DVDs/Blu-rays	\$1.00	\$5.00
14-Day Items	.20	\$5.00
All Other Materials	.10	\$ 5.00



Lost & Paid Items

1. Patrons must pay the price of the lost item plus any overdue fines up to the maximum fine of the item. Lost charges must be paid in full; no partial payments are accepted. For lost items owned outside of the HCLS, see the MAIN Policy Manual for procedures. Disputes in fines should be directed to the Circulation Supervisor at Headquarters.
2. The price of the item is determined by the cost of the item as listed on Polaris.
3. It may be possible to replace part of Book on CD sets, including cases. These charges are non-refundable.
4. Lost items found in the library will have entire payment refunded, including fines. Refunds are not given if patrons locate lost item after payment is made.
5. Patrons may buy a replacement copy of the item in lieu of paying the lost charges. Patron must still pay any overdue fines incurred. Audiovisual materials must be new, shrink- wrapped and the same edition as lost item. Library copies of books and used books (purchased from used or online booksellers), and book club books will not be accepted. Replacement copies of items owned by non-HCLS Libraries should be referred to the owning library.

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Damaged Items

1. Patrons are responsible for items they have damaged and will be charged for damages occurring while the item is on loan to them.
2. If damage occurred before the patron took the item out or because of frequent use, the patron will not be charged. Such damage may already be noted on the item's Polaris record and/or on the item itself.
3. Patron wishing to replace a damaged item with the same item should speak with a supervisor before purchasing an item. Only HCLS owned items maybe replaced at an HCLS location.
 - a. All replacement items must be in new condition.
 - b. Replacement audiovisual items must be new, shrink-wrapped and the same edition of the damaged item.
 - c. Withdrawn library copies and book club copies may not be used to replace damaged items.
4. If damage to an HCLS owned item is very small, the damage will be noted on the item, dated and initialed. The item will stay in circulation. Patrons may be charged for audiovisual cases that are damaged. Assessment of appropriate amount of fines, for slight damage (such as minor bite marks) will be made by the Head of Circulation at Headquarters.

ITEMS DAMAGED BY FREQUENT USE: Patrons will not be charged for items damaged from frequent use.



Requests & Holds

1. Patrons must be registered borrowers of MAIN in order to place a hold.
2. Residents of Lambertville and Milford Borough may not make requests through the Hunterdon County Library unless they have purchased a non-resident card.
3. All Inter-Library Loan requests made by Flemington Borough patrons must originate from Flemington Free Public Library.

Items owned by the Hunterdon County Library:

1. Patrons may have a total of twenty-five (25) requests at any one time.
2. Patrons may place their own holds using the MAIN online catalog, or they may submit a request through the library.
3. Requests will be taken for most library materials except for periodicals.
4. Requests are processed by date of submission.
5. Patrons will be notified by phone, email, or text when an item arrives at the specific location. A second notification will be made if the item is not picked up after two days.
6. Items will be held at the pick-up library for five operating days.
7. Patrons wishing to pick up items on hold for another patron must present the card of that patron. Spouses may pick up each other's holds if they have their spouses card. A spouse who does not have their spouse's card can pick up a hold only if there is a note on their spouse's card giving them permission.

Items not owned by the Hunterdon County Library:

1. Patrons may have three active Inter-Library Loan (ILL) requests at one time.
2. Requests received for items not owned by the Hunterdon County Library will be forwarded to the appropriate department for consideration for purchase.
3. Patrons requesting specific journal articles should include complete citations as per photocopy request form. Photocopy charges incurred will be charged to the patron.
4. Microfilm and microfiche may be requested through Inter-Library Loan and will most often involve a fee. The Inter-Library Loan Department should be contacted for these arrangements. All films must be viewed at Headquarters.



Museum Passes

MUSEUM PASSES:

Passes can be reserved online using a Hunterdon County Library card and PIN, or by calling the circulation desk at 908-788-1437. Passes are only available at the Headquarters Library on Route 12, Flemington. Passes are available to any Hunterdon County Library adult cardholder (18 years or older) in good standing. A library card must be presented at the time of pickup.

1. There is no charge to borrow a museum pass
2. One museum pass can be reserved per day per card. Up to two museum passes can be reserved per month per card.
3. The number of people admitted to a museum per pass varies by museum.
4. Day of use is the day the patron plans on visiting the museum. Passes are picked up after 2:00 pm the day prior to the day of use and must be returned by 11:00 am the day after the day of use. Passes due on Sunday must be returned at 1:00pm when the library opens.
5. Reservations can be cancelled up to two days before the day of use. Patrons can cancel online or by calling Headquarters. If a pass is not picked up it is considered a "no show". Two "no shows" in a 60-day period results in a 2-month block on museum pass reservations.
6. Pass needs to be picked up using the library card that was used when the patron reserved the pass.
7. Passes need to be returned by 11:00am after the day of use to the circulation desk at Headquarters . Any passes left at other libraries, in book drops or late will be charged a \$10.00 fine.
8. Any passes which are lost or damaged will be charged the cost of the pass.
9. Only Hunterdon County Library cards can be used to reserve passes.