



Circulation Policy

Fines for Items Returned Past Date Due:

Books

\$0.10 per day for books to \$10.00 maximum per book.

Music CDs

\$0.10 per day for music CDs to \$10.00 maximum per music CD.

DVDs

\$1.00 per day for DVDs to \$10.00 maximum per DVD.

Magazines

\$0.10 per day for magazines to \$10.00 maximum per magazine.

Patron accounts will be blocked automatically and patrons' library privileges suspended when the fine/fee threshold of \$10.00 is reached.

Renewals:

- Items on hold may not be renewed.
- Items may be renewed up to three times; Items may be renewed online, by phone or in-person.
- ILL items may be renewed only after the owning library grants permission.

Holds:

- Books are kept on the Holds shelf for (7 days) after a patron has been called or otherwise notified of the material's availability, including the day on which first contact is made. As a courtesy, we will attempt to reach the patron by preferred contact method on the seventh day that an item has been on hold, after which time the patron's name will be removed from the waiting list and the material will be returned to the owning library.
- NEW items may be held only by Dover library patrons for the first 2 months that the item is in the Dover Free Public Library collection.
- To comply with patron policy standards, it is recommended that a patron complete the "**Authorized to Pickup My Holds**" field of the patron registration record to identify individuals for which the patron has granted permission for checking out items on the Holds shelf.

Charges for Lost/Damaged Books and Materials:

If an item is lost or damaged to such an extent as to warrant that it be replaced, the charge is the actual replacement cost of the item, or, the default price indicated on the item's electronic record.

All replacement items will also incur a \$4 processing fee. A replacement copy may be accepted at the Library Director's discretion.

Once a patron has paid for an item, the patron has purchased the item and the item is the patron's to keep.

Returned Checks:

Patrons who submit checks that are returned are responsible for any fees or charges to the Library. All fees and charges must be paid in cash.

Revision adopted by Dover Free Public Library Board of Trustees, 4/8/2010; 1/12/12; 2/9/12.

Library Card Policy

I. Dover Residents

All residents of the town of Dover are entitled to a three-year library card at the Dover Free Public Library. Proof of residency must be provided with a driver's license, state of New Jersey-issued identification card, or alternate proof of address. The following documentation may be used to prove residency: current utility bill or lease, current tax statement or current bank statement. Up to Grade 8, a parent or guardian signature is required on the juvenile application. Dover residents who are students will be asked to submit a hall pass or school ID as proof of Dover school attendance.

Landowners who own property in Dover and in another Morris County city will be allowed only one M.A.I.N. library card and therefore they must choose which library they wish to establish as their home library, but are urged to apply for their library card in the town in which they receive their mail.

If an applying patron has had a library card previously registered in the M.A.I.N. database, their record must have no outstanding overdues or fines registered. A Dover Library card will not be registered until the problem is totally resolved.

II. Courtesy Cards

A. Work in Dover

People who work in the town of Dover, but who do not reside in a community served by a MAIN member library, and who are not eligible for Open Borrowing, are entitled to a one-year renewable Courtesy Card if they live outside of Morris County. Courtesy card holders may borrow materials over the counter at Dover Free Public Library and Morris County Library only. They may place holds for pick-up at either MCL or DFPL, but other libraries reserve the right to limit items sent for courtesy service patrons. Proof of Dover employment must be shown each year which would include a pay stub, a letter from the employer with Dover address in the letterhead, or a personalized business card—all with one more proof of ID to confirm name.

B. Pay Card

Any patron outside the MAIN-service area (Victory Gardens and Mine Hill) may purchase a library card for \$250 (\$225 for patrons ages 65 and older) per year, per person. This card entitles the patron to full borrowing privileges at every MAIN library. The fee is non-refundable, even if the person moves out of the area or to a MAIN-service town.

C. K-12 (full)

K-12 Students and teachers who attend school in or work at a Dover school and do not live in a municipality served by a MAIN library, are entitled to a one-year, full service library card that can be used at every MAIN library. If the student or teacher lives in a municipality served by a MAIN library, they should obtain a library card where they live. The library card is renewable each year with proof of Dover school attendance.

D. College Student (restricted)

Students who are attending an institution of higher learning in Dover, but who have a permanent address outside of the MAIN member municipalities and outside any that participate in the Open Borrowing program, may obtain a DFPL library card. Students must present ID and proof of current enrollment to the school. These students are

eligible for in-person service at any MAIN library, but may not request materials through the request system. The card will expire at the end of the school.

E. Dover Organizations (restricted)

Dover Organizations receive a full service three-year card. The Head of the organization must sign the application after which any authorized member of the organization can use the card. Whoever is transacting on behalf of the organization must present ID from the Organization. The Head of the organization is responsible for the settlements of any overdue fees or lost materials. Holds cannot be placed by Organization cards.

F. Temporary (restricted)

Individuals residing temporarily at a facility such as a hospital, rehabilitation center, or shelter located in Dover, may be eligible for a temporary card. Patrons with a temporary card are eligible for in-person service at Dover only. They may not request materials through the patron online request system; however, library staff may place holds on their behalf. The Temporary card expires in three months.

G. Morris County Library (restricted)

The Morris County Library issues library cards to individuals who live in Morris County, but do not live in a community served by another MAIN member library (i.e. Boonton Twp., Mine Hill, Netcong, and Victory Gardens). This card can only be used at Morris County Library; however, member libraries may restrict items they loan to Morris County Library cardholders.

H. Interim (restricted)

Individuals eligible for a full-service card at a MAIN member library who have not yet registered at their home library may be issued an interim membership to facilitate immediate loaning, one-time only. The patron and staff should complete the Interim MAIN Membership form. The completed form is to be given to the patron to bring with them to their home library within 30 days. The patron should go to their home library within a month for the issuing of a proper full-service card. Individuals eligible for a Morris County Library card are not eligible for an Interim Membership.

I. Open Borrowing (restricted)

Patrons from participating libraries outside of MAIN with a valid home library card in good standing must obtain a green sticker from their home library and then endorse the library card at the DFPL with proof of address. Patrons with Open Borrowing have walk-in only privileges at any MAIN library.

If a patron of MAIN would like to have walk-in privileges at participating Open Borrowing libraries, they must be currently in good standing and obtain a green Open Borrowing sticker for their library card from their home library.

J. PAC Self-Registration (restricted)

Patrons can self-register online for the Public Access Catalog so Hold Requests can be placed on items in the catalog. The records created as an online registrant will expire in 30 days if not validated with the presentation of proof of residency at the home library. Patrons with online registrant barcodes cannot access online databases and are limited to placing 5 holds.

III. Library Cards: Duration and Replacement

A. Expiration

The Dover Library Card is generally good for 3 years. After the computer alerts the staff to a card's expiration, ID will be checked once again to confirm Dover residency. The card will then be renewed for another 3 years.

B. Replacement cards

Library cards, other than pay cards, are free. If lost, a replacement charge of \$1.00 will be incurred. Any fines on the patron's record must be paid in order to replace a lost card. The patron is responsible for all items on their record if a lost or stolen card is not reported immediately. If the patron reports the card as stolen, the \$1.00 replacement card fee is waived if a Police Report of the theft is presented to the Library.

C. Presentation of cards

A library card MUST be presented each time items are to be checked out. We will, in an emergency case, use proper forms of ID to check material out to the patron. If, at the Library's discretion, it is viewed that a patron is using ID repeatedly, a suggestion to purchase a replacement card will be made. If the patron is unable to purchase the card at that time, the material needed will be held at the front desk for 3 days until a library card or \$1.00 replacement fee is presented.

D. Damaged cards:

A library card that is cracked or damaged from repeated usage will be replaced free of charge. A card that is cracked, damaged or unreadable from misuse will incur a \$1.00 replacement charge. Damage is assessed at the discretion of the librarian. All replacement cards are given only if the patron has no fines on their record. Refer to the Dover Free Public Library's Circulation Policy for further information.