Winslow Public Library Circulation Policies

General Circulation Policies

1. Library cards are free to all Winslow residents, town employees and property owners. Children may apply for a card when they reach the age of five or upon entering kindergarten. Children will retain this card until entering the ninth grade when it is updated in the computer to an adult card. Adult residents are required to provide identification that establishes Winslow residency (driver’s license, addressed mail, etc.).

2. Students who are enrolled in Winslow schools (including the St. John School) but who are not residents of Winslow may also have free library cards. These will be considered courtesy non-resident cards.

3. Nonresidents are charged $30 for a new membership and $25 for renewals each year. A nonresident card will allow the holder’s immediate family (household members) to also borrow items from the library. Summer/partial year residents may purchase a card for $10.00 (four months).

4. Only the cardholder whose name appears on the card may check out materials to that card. The only exception to this will be for patrons who are home-bound and have others bring them library materials. A note to this effect will appear on their patron record. The cardholder must be present in all other circumstances.

5. Winslow Public School and St. John’s School teachers and educational technicians, local nursery, daycare, and preschool teachers, and local librarians and homeschoolers may be issued a teacher card. Winslow residents who teach in other school districts are eligible for teacher cards.
   - Thirty (30) items which includes a maximum of 4 videos/DVDS may be checked out on this card for a period of 28 days, after which fines will accrue.
   - Due to the extended length of a teacher’s card, items borrowed on a teachers card can be renewed only once for an additional 28 days and only if there are no hold on the items.
   - After a second renewal, items must be returned to the library for a period of no less than 1 week before the borrower can take them out again. This allows other patrons to have access to the items.

6. Patrons may check out up to 20 items at a time. Patrons are limited to (4) videos/DVDS per household, 5 MaineCat interlibrary loans, and 15 MILS interlibrary loans.

7. The borrowing period for books and magazines is two weeks after which an overdue charge of $.05 per book per day. The borrowing period for videos/DVDs is one week. Overdue fees for videos/DVDs cost $1.00 per day. The borrowing period for the American Girl doll is one week, with an overdue fine of $1.00 per day. The borrowing period for the Kindles is two weeks with a renewal period of two weeks, with an overdue fine of $1.00 per day. The borrowing period for the telescope is one week with no renewal, with a fine of $5.00 per day. For all items up to a maximum of $5.00 per item is charged for overdue fees.
8. Books may be renewed once for an additional two week period. Patrons may request a longer borrowing period if needed upon checkout at the circulation desk, unless the item has other restrictions. Videos/DVDs may be renewed for one week.

9. Patrons may request a particular item be reserved. When the item is available the patron will be notified. Once they are contacted the item will be held for one week at the circulation desk. If the patron cannot be reached the item will either go to the next patron in line or back on the shelf.

10. The newest issues of magazines do not circulate. (The overdue fees for books apply to magazines.)

11. The lending period for an interlibrary loan is two weeks within MILS, with a single 2 week renewal for all material types. The lending period for MaineCat items is set to 4 weeks, with a 2 week renewal for print material and 1 week with a 1 week renewal for a/v materials. A fee of $0.25 per day is charged for overdue interlibrary loan items.

   If a patrons requests items through interlibrary loan that cannot be obtained from a library on the Van delivery system, Patrons are responsible for any postage/fees associated with obtaining the items.

12. The maximum amount of fines owed before circulation is blocked is $10.00.

**Audiobook and Movie Policy**

1. A late fee of $.05 per day for audiobooks and $1.00 a day for videos/DVDs will be charged for overdue materials up to $5.00 per item.

2. No more than 4 movies per household may be borrowed at one time.

3. Movies (videos/DVDs) can only be renewed once.

4. The library assumes no responsibility for damage to patrons’ personal audio-visual equipment.

5. Responsibility for the use of library materials by children and young adults rests with their parents and legal guardians. Material selection will not be inhibited by the possibility that adult materials may come into the possession of minors.

**Overdue Materials Policy**

The Winslow Public Library’s goal is to develop and maintain a materials collection policy, which is responsive to the needs and interests of the local community and to provide ready access to those materials. An important part of maintaining the collection and access to it includes retrieving overdue materials so they are available for the public to use. The library’s goal is to do this in a manner that is both fair and effective.

Library materials are purchased for use by all citizens of Winslow and patrons of the library. The library’s trustees and the librarian establish regulations for the loan of materials, including circulation periods, renewal processes, and fines for late returns. The trustees and the librarian believe that the individual who chooses to keep materials past the due date compromises to some extent his or her right to privacy.

The library staff will attempt to recover overdue materials and will notify patrons of fees according to established procedures. Information regarding overdue materials may be disclosed by the library to the
Winslow Police Department and/or the Kennebec County District Court when all other means of attempting to retrieve overdue materials have been exhausted.

The staff will also provide sufficient information to allow any individual, other than the patron, to settle unpaid fines or fees on that card. However, authors, titles, or subjects of lost or overdue materials will not be discussed without presentation of the borrower’s card.

Procedures

Notification of Overdues:

1. Overdue notices: 3 overdue notices are sent to patrons (via email): 5th day overdue 1st overdue notice sent, 10th day overdue 2nd overdue notice sent, and the 20th day overdue billing sent. 1-day of grace is allotted for overdue materials.

2. Patrons who cannot receive email notices will be notified of overdue items by a phone call.

3. Lost items generate a fine when returned, which is a max fine of $5.00.

4. Every Monday the library is open will be designated as a ‘Fine Free Monday’. Overdue materials may be returned and their fines will be waived. The amnesty period will be extended to the following day if the library is closed for a Monday holiday. Overdue items must be returned, not renewed, in order to have fines forgiven.

5. Once a bill is sent out Fine Free Monday does not apply to the overdue items. Winslow Public Library does not accept replacement items in lieu of payment for lost items.

6. Patrons who are habitually overdue may be limited on the number or type of items they may borrow.

7. Fines may be waived at the discretion of the library staff in exceptional circumstances.

Lost or Damaged Materials

Library patrons who lose or damage, intentionally or accidentally, library material are required to pay repair or replacement costs.

Borrowers are subject to replacement or damage charges when:

- Library material is reported lost.
- Library material is returned in irreparably damaged condition.
- The borrower fails to return library material by the due date and receives the replacement bill.
- Library material is mutilated. This includes writing-in, coloring-on, shredding, ripping or otherwise adding to materials without authorization.

Patrons are responsible for returning borrowed materials. If a patron claims an item has been returned to the library, but staff has no record of it and cannot find the items after a thorough search of the library, the items will be treated as a lost item and the borrowing patron is responsible for the replacement cost.
Suspension of Borrowing Privileges

The following conditions will result in suspension of borrowing privileges:

1. The library patron owes $10.00 or more in library fines.

2. The patron’s phone number, email address, and/or mailing address are not valid.

3. The library patron has abused their borrowing privileges (at the discretion of the library director).

A library patron’s borrowing privileges will be reinstated if the condition causing the suspension is resolved.

Reinstatement Requests

Once a decision is made by staff and confirmed by the Library Director to suspend a patron's privileges at the Winslow Public Library, the only way to appeal the decision is in writing to the Board of Trustees.

Appeals can be sent to:

Winslow Public Library, Board of Trustees
136 Halifax Street
Winslow ME 04901

• Include in your letter any information you feel is relevant to the situation for example, date of incident, staff involved, etc.

• The letter must include the reason your privileges have been suspended and why you feel they should be reinstated.

• Upon receipt of the letter, the appeal decision will be in the hands of the Board of Trustees and their decision will be considered final.

Printing, Copying, and Faxing

The copy machine is available to patrons for a fee of $.20 for black and white copies. Color copies are $.50 each. Students may copy or print up to 10 black & white pages at no charge for school projects. There is a 30 page copy limit.

The library has a fax machine and charges $2.00 per page.

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