

# Goshen Public Library

## Circulation Policy

### A. Registration for library cards

Individuals qualify for a resident library card if they can prove residency in Goshen. An adult must show either a currently valid driver's license or a Social Security card with any official document with a name and address, including mail or utility bills.

Individuals under 18 years old qualify by having a parent provide identification and countersigning their application form.

The card will expire in four years but can be renewed if patron is still resides in Goshen.

Any parent who does not wish their child to have library privileges is responsible for notifying the Library Director.

### B. Loan periods for library materials

Library materials will be loaned to cardholders for the following loan periods:

New adult fiction books	14 days
All other books, audio books, music CDs	28 days
Magazines	14 days
DVDs	7 days
Interlibrary loans	14 days
Reference materials (per Director's discretion)	2 days
Museum Passes	2 days

### C. Renewal of library materials

Circulating items in the library collection may be borrowed for the loan periods specified above and, when due, may be renewed for a similar loan period except for the following:

- Items on which there are patron reserves
- Reference books loaned
- Interlibrary loan items borrowed from other libraries for our patrons
- Books listed on the Goshen Center School's system's reading lists of required or suggested reading during periods of heavy demands as determined by the Library Director.

Renewals of materials may be made either in person or by telephone.

#### D. Reserving library materials

Circulating items in the library collection may be reserved by library cardholders. As soon as a reserved item becomes available, the library will notify the requesting cardholder by phone or email. Reserved items of all formats, with the exception of video recordings, will be held in reserve for no more than one week from the date of the call. A message will be left on an answering machine if the party does not answer. Video recordings will be held in reserve only for two days following notification of availability. Any reserved item not called for within the hold period will be given to the next requesting patron or returned to the circulating shelves.

#### E. Limitations on the number of items borrowed

The library restricts the number of items that may be borrowed by a cardholder to 30 items. The limit for teachers when using the materials for a classroom is 50 items. No reference materials can be circulated without express permission of the Library Director.

#### F. Overdue materials and fine charges

It is the policy of the Goshen Public Library to notify cardholders regarding the overdue status of library materials in their care, as well as overdue fines and/or replacement charges pending as a result of their library usage. The number of overdue notices, either by mail or by phone, will be decided by the Library Director.

The following fines will be charged for overdue materials:

All Goshen owned books and music CDs	no charge
Audio Books	.25 per day
DVDs	1.00 per day
All Interlibrary loans	.25 per day

Children's materials borrowed by pre-school children through grade 6 will pay no late fines. They do, however, pay replacement costs if lost or damaged.

#### G. Replacement costs for lost or damaged materials

Patrons who lose or damage library materials while in their care will be expected to pay the replacement cost of the materials.

## H. Card Suspensions

A Goshen Public Library cardholder will have his or her library borrowing privileges suspended when:

1. Borrowed items are overdue for more than two months
2. Accumulated fines total \$10.00 or more
3. Fines remain unpaid for one year

## I. DVD loans

Borrowers must be at least 18 years of age and out of high school to borrow DVDs.

Copyright laws limit these media to home use and prohibit their duplication.

Adopted by the Goshen Public Library Board of Directors, December 21, 2022