

R I V E R D A L E
Public Library

**POLICY ON LOAN PERIODS, FINES AND FEES
FOR BOOKS AND MATERIALS**

The Riverdale Public Library maintains collections of books, audio visual materials, magazines and newspapers for use by the public. All circulation is restricted to patrons with a library borrower's card that is valid for use at the Riverdale Public Library.

Loan Periods

Loan periods for children's and adult books and other items are defined in the chart below.

Material	Loan Period	Daily Fine	Maximum Fine per item
Books	28 days	\$0.10 per day	\$2.00
New Books	14 days	\$0.10 per day	\$2.00
Audio Books	28 days	\$0.10 per day	\$2.00
Movies	7 days	\$1.00 per day	\$5.00
Music CDs	28 days	\$0.10 per day	\$2.00
Non-Fiction DVDs	14 days	\$0.10 per day	\$5.00
Magazines	28 days	\$0.10 per day	\$2.00
Newspapers	Do not circulate	Not applicable	Not applicable
Reference Materials	Do not circulate	Not applicable	Not applicable

Fines and Fees

- Any item exceeding the loan period specified is subject to a fine as defined above.
- Fines are not assessed for days the library is closed.
- The default price indicated on the Morris County Automated Information Network (M.A.I.N.), plus a \$2.00 processing fee will be charged for lost or damaged materials. An item is considered lost when it is overdue 90 days.
- A patron's borrowing privileges will be blocked when outstanding fines reach \$10.00.
- A two-day grace period is granted for books. However, if the item is returned beyond this time, fines will accrue from the first day the item was overdue. Movies and any item with a per diem fine greater than 10 cents are not eligible for a grace period.

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Renewals

Books and other materials may be renewed two times for the established loan period, providing there are no outstanding reserves or holds on the items.

Inter-Library Loan Materials

Books that are provided via inter-library loan may have a shorter loan period as established by the lending library or library consortium. Fines are assessed using the Riverdale Public Library schedule above.

Payment for lost or damaged items will be made to the lending library.

Lending Restrictions

The library reserves the right to limit the number of books or materials borrowed to two (2) on any one subject.

From time to time it may be necessary for the library to limit loan periods or further limit the number of books or materials for checkout because they are in high demand, such as books for book discussion groups or materials needed for class assignments.

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