

Pelham Free Public Library
Circulation Policies

Loan Periods – Renewals may be made on line, by telephone, by email or in person. Patrons wishing to renew items further may do so with the approval from the library staff, providing there are no holds on the item.

	Circulation	Renewal
Adult books and audiobooks, less than 6 months old	2 weeks	2 times
Adult books and audiobooks, more than 6 months old	3 weeks	3 times
Adult periodicals	1 week	Once
Young adult and children's periodicals, books and audiobooks	2 weeks	2 times
DVDs	1 week	3 times

Material Limits - A maximum of 5 DVDs and 3 audiobooks may be checked out on each library card. There is no limit on the number of books that may be checked out but the librarians may restrict the number of new items at their discretion.

Fines – We do not charge fines for overdue items, though we will bill for lost and damaged materials (see below).

Lost or Damaged Materials – Patrons will pay the appropriate replacement fee for any lost or damaged material. An item will be considered lost when it is 2 months overdue. Material will be considered damaged when its condition is worse than the usual wear and tear on the material, i.e. water and animal damage. Library privileges may be suspended until the lost or damaged material is replaced. Refer to *Pelham Library Replacement Fee Schedule* for details.

Materials that do not circulate – Some materials do not circulate, including reference materials, special collections and professional titles. Some of these titles may circulate at the discretion of the library director or school librarian, i.e. professional titles (teacher resources) may circulate to school personnel.

Reserve Shelves – Teachers will be able to place books for an upcoming unit on the reserve shelves up to two weeks ahead. A portion of the collection on any given topic will remain available in the library for use by the public.

Approved by the Board of Trustees on 2/20/2019 _____