

REQUIRED FOR BORROWING

Any library patron wishing to borrow materials from the Louis Bay 2nd Library must show proof that their borrowing privileges are in good standing and unrestricted.

Proof of a library account includes:

- physical card issued by a BCCLS library
- current photo ID (**staff must have patron verbally verify address if not displayed on ID**)
- digital representation of the card
- card stored on loyalty card app
- library app or self-checkout app

BORROWING LIMITS

Each patron may borrow materials up to the following limits at any one time. A total of fifty (50) items may be on loan at once to a person.

Material Type	Borrowing Limit
Books	20
Encyclopedias	1
Magazines	10
DVDs	10
CDs	10
Audiobooks	10
Video Games	5

BOOK RETURN

The book drop return, located next to the Library's front entrance on Lafayette Avenue, is open 24/7 for returning materials. Items returned on the due date will not be charged fines.

LOAN PERIODS

ITEM TYPE	LOAN PERIOD IN DAYS	RENEWALS	FINE PER DAY / MAX FINE
Audiobook Fiction Non-Fiction Read-A-Long	28	2	\$.10 / \$5.00
New Book Fiction Non-Fiction YA Non-fiction	14	1	\$.10 / \$5.00

ITEM TYPE	LOAN PERIOD IN DAYS	RENEWALS	FINE PER DAY / MAX FINE
All Other Books** Fiction Non-Fiction Large Print Spanish / ESL YA Fiction Juvenile Fiction Juvenile Non-Fiction	28	2	\$.10 / \$5.00
Media			
New DVD & Blu-Ray	3	1	\$1.00 / \$10.00
DVD & Blu-Ray	14	2	\$1.00 / \$10.00
Games	14	2	\$1.00 / \$10.00
Music CD	14	2	\$1.00 / \$10.00
** Exceptions:			
Juvenile Holiday Books	14	2	\$.10 / \$5.00
Summer Reading	14	0	\$.10 / \$5.00
High Demand	14	0	\$.10 / \$5.00
INTERLIBRARY LOANS (From Outside The BCCLS System)	as determined by the lending library	as determined by the lending library	as determined by the lending library

FINES/LOST OR DAMAGED MATERIALS

Items not returned on the due date will result in a fine Charged each day the item is late based upon the chart above and the owning library's policy.

Patrons will be billed for the replacement cost (as set by BCCLS policy) of materials overdue for 8 weeks or more. Failure to pay the replacement costs may result in the Library filing a complaint under Hawthorne, New Jersey, Municipal Code § 304-4. Patrons will be billed for the replacement cost of material returned in damaged, wet or unusable condition.

BLOCKED PATRON RECORDS

A patron record is blocked by the system when:

- A Courtesy, Pay, or Institution Card Account - – Charges on the account total \$5 or more.
- A standard account - Charges on the account total \$10 or more.
- The patron has 10 or more items overdue.
- The patron has any item long overdue (45 days).

RESERVES

Any item in circulation may be reserved with the exception of those marked “Hot Copy” or “High Demand”. A staff member will try for two (2) days to notify a patron that a requested item is available for them. If the reserved item is not picked up within three (3) days after notification, it will be taken off reserve and returned to the shelf or given to the next patron on the reserve list. Patrons are strongly encouraged to provide an e-mail address and/or cell phone number able to receive text messages; by doing so they will receive immediate notification when a reserved item is available for them. If no e-mail or cell phone number is available the patron will be called.

INTERLIBRARY LOANS

The library encourages the use of Interlibrary Loan (ILL) System for the requesting of materials not owned by the Louis Bay 2nd Library and Community Center or any other BCCLS member library. Patrons are limited to placing seven (7) requests per week.