

Circulation Policies

Borrowing privileges:

In accordance with its mission, Carver Memorial Library serves the Searsport Maine community. Borrowing privileges are free to Searsport residents and people who own property in Searsport, as well as all staff and students of RSU 20 and the Maine Ocean School.

Nonresident borrowers:

Nonresidents may use materials within the library. For a nonrefundable fee of \$10 per year, nonresidents may become Carver Library borrowers with the same borrowing privileges and restrictions as all other Carver Library borrowers. "Seasonal" visitors, those renting, leasing, or staying with a local resident temporarily, are considered nonresidents.

Loan periods and renewals:

- Magazines: 1 week, 2 renewals unless there is a hold for another patron
- Videos: 1 week, 2 renewals unless there is a hold.
- TV series/long-form videos: 2 weeks, 2 renewals unless there is a hold.
- New adult books: 2 weeks, 2 renewals unless there is a hold.
- High-demand items such as the wireless hotspot and state park pass have more limited loans.
- All other items may be kept 4 weeks, 2 renewals unless there is a hold.
- Reference materials and certain rare or valuable editions are restricted to in-library use only.

Item limits:

There is a limit of 25 items that may be borrowed. This number is intended to support borrowing by large families with children. Individuals are recommended to limit borrowing to 15 items. Larger numbers of items over 25 (for classroom use, etc.) shall be reviewed at the discretion of the library director.

- Adult borrowers may borrow up to 5 videos and 5 magazines at a time.
- Juvenile borrowers may borrow up to 10 items, including up to 2 audiovisual items.
- Home Delivery borrowers may borrow up to 5 items.
- Backpacks are limited to one per family.
- First-time borrowers are limited to 5 items, including up to 2 audiovisual items.

Fees:

Overdue materials do not incur fees. Patrons are encouraged to contribute to a "conscience jar." The exception is time-sensitive items, such as the wireless hotspot and state park pass, which have overdue fees of \$1 per day.

If an item is more than a month overdue, the borrower will be billed for the replacement cost, which can be paid or the item may be returned.

Patrons failing to return billed items shall lose borrowing privileges until the items are returned or paid for.

Patrons lose borrowing privileges if they have \$10 or more in unpaid fees.

Patrons may have up to 3 items "claims returned" on their account. After that they will be billed for the replacement value of any missing items.

Replacement of lost or damaged materials:

The Library Director will determine replacement value of lost or damaged materials from our collection or from interlibrary loan (ILL). As a general rule, this amount will equal the actual replacement cost to the library, possibly including a processing fee of up to \$5.

Reserve materials and holds:

- Materials will be held for a patron no longer than one week after notification.
- Materials may be held on reserve (for library use only) at the request of a teacher.
- A patron may have no more than 15 holds active at any time.

Interlibrary loan / document delivery:

Carver Library will loan books to reciprocating Maine libraries through interlibrary loan. Carver patrons may request to borrow items from other libraries through interlibrary loan.

- Reference and non-circulating materials are not available for interlibrary loan.
- Patrons are limited to 10 active ILL requests at one time.

School relations and class loans:

The library director will make every effort to work cooperatively with local school library teachers and personnel.

Adopted by the Board of Trustees. March 12, 2020