

# Cranbury Public Library

## Circulation Policy

### Introduction

The Cranbury Public Library is a member of STELLA (Sharing & Technology Enhancing Local Library Access). STELLA is a consortium of over 40 libraries in central New Jersey that pool their resources to provide collections, services and programs far beyond what each individual library can offer. A Cranbury Public Library card offers residents access to over 2.8 million physical items in the shared collection and a greatly expanded selection of digital materials to download and stream.

### Borrowing Privileges

Borrowing privileges are extended to individuals holding Cranbury Public Library cards, cards from other STELLA libraries, as well as from any other library which has a reciprocal borrowing arrangement with the Cranbury Public Library. Valid library cards must be presented to borrow materials. If a cardholder does not have a card available, a valid ID with name and address can be shown, or their barcode can be presented through the STELLA Libraries app.

The following individuals are eligible for a Cranbury Public Library card:

- Adult and High School age residents of Cranbury who present current valid proof of residence.
- Pre-high school age residents of Cranbury whose parents present current valid proof of residence and take responsibility for the juvenile/child's borrowing activities by signing the application for a card.
- Employees of Cranbury businesses who present current valid proof of employment and valid personal identification, and who do not have a library card from another STELLA library.
- Individuals who do not reside or work in Cranbury or another STELLA town and have paid the \$75 yearly membership fee.

Cranbury resident cards are valid for 3 years. Complimentary cards, issued to employees of Cranbury businesses, are valid for 1 year, as are paid memberships. There is no fee for the initial library card and only one card/keytag set is permitted per person.

Cranbury cardholders may do the following:

- Borrow any materials on the shelf.
- Reserve materials by placing hold requests through the STELLA system for items currently not on the shelf. Refer to the section on Reserves for further information.
- Request an interlibrary loan if an item is not available via STELLA.
- Borrow digital materials from eLibraryNJ and Hoopla.
- Borrow equipment if 18 years of age or older and in good standing.

Cardholders from other STELLA libraries or other MURAL reciprocal borrowing libraries may do the following:

- Borrow any materials on the shelf.
- Place a hold request for items currently not on the shelf materials through the STELLA system.

Cardholders from other libraries may not request interlibrary loans. Borrowing privileges are not extended to individuals from non-STELLA and non-MURAL libraries.

NOTE regarding new items: While cardholders from STELLA and reciprocal borrowing libraries may come to Cranbury and borrow new items, Cranbury does not ship new items to other libraries to satisfy hold requests.

Cardholders are responsible for informing the Cranbury Public Library of any change of name, address or phone number or any change in status that impacts their eligibility for Cranbury Public Library borrowing privileges. The Cranbury Public Library reserves the right to request that cardholders provide current proof of eligibility before permitting cardholders to borrow materials.

Individuals obtaining library cards from the Cranbury Public Library are financially responsible for all materials borrowed using their cards. Lost or stolen library cards should be reported to the Cranbury Public Library immediately.

### **Library Card Renewals**

Cranbury Public Library cards may be renewed by presenting valid identification and valid current proof of resident, taxpayer, or employee status. Payment of the annual \$75 fee is required to renew a paid membership.

### **Circulation Rules and Fees**

- Cardholders who have \$10 or more in outstanding fees will have their cards suspended until they have paid their outstanding fees.
- Cardholders who have print material overdue for over 6 weeks or non-print material overdue for over 4 weeks will have a bill added to their account to pay for the items which are presumed lost. Card will be suspended until fees are paid or materials are returned.
- Members whose cards are suspended cannot borrow, reserve or renew additional materials.

The following table identifies the borrowing periods, permissible number of renewals, and maximum number of items of a type that may be outstanding per cardholder.

<b>Materials</b>	<b>Loan Period</b>	<b>Max # of Renewals</b>	<b>Max # of Items on loan</b>
New Books (All)	3 weeks	1	15
Audiobooks (Playaway & CD)	4 weeks	1	15
Adult & Young Adult Books	4 weeks	1	15
Juvenile Books	4 weeks	1	30
Magazine Back Issues	4 weeks	1	15
Games & Views	4 weeks	1	5
DVDs & BluRay	1 week	1	5
Interlibrary Loans	Set by sending library	1 pending approval of lending library	5
Museum Passes	4 days (\$5/day if late)	0	1

Patrons may pay for fees by cash or a check made out to the Cranbury Public Library, or online via SmartPay by logging into their account. If a check is returned for insufficient funds, the associated bank handling fee is charged back to the patron along with the unpaid fee.

### **Fee to Send Faxes**

Faxes may be sent using the library's Copy Center for a cost of \$1.00 per page.

### **Additional Fees**

Photo copies are 15 cents a page for black and white and 50 cents per page for color. Computer printouts (only black and white) are 15 cents a page with a limit of 50 pages per day per library user.

## **Reserves**

Cranbury Public Library cardholders may reserve materials by placing a hold request through the following process:

- Any circulating item in the STELLA catalog can be reserved in person, online, on the STELLA app, by phone, or email.
- Up to 25 hold requests may be placed. These may be satisfied with Cranbury-owned items, or they may come from any STELLA library.
- Cardholders will be notified by phone, email or text message as soon as the item is available.
- Cardholders have seven days after notification to pick up the item before the hold expires.

## **Renewals**

Materials may be renewed in person, online, on the STELLA app, by phone, or email, up to the maximum number of renewals listed in the Circulation Rules Section above.

## **Overdue Notifications**

Responsibility for returning overdue materials and paying fees for lost material rests with the cardholder and is not conditional on the Cranbury Public Library phoning or emailing overdue notifications which are made or sent only as a courtesy. Cardholders will receive the following communications by email, phone or text message:

- Notice that materials are due in three days.
- For print material:
  - Notice of items 14 days overdue
  - Notice for items 28 days overdue
  - After 42 days the item(s) will be declared lost. A lost notice will be sent and the cardholder will be billed for the cost of the item(s).
- For non-print material:
  - Notice of items 7 days overdue
  - Notice of items 14 days overdue
  - After 28 days the item(s) will be declared lost. A lost notice will be sent and the cardholder will be billed for the cost of the item(s).

Cardholders who become homebound and cannot return materials to the Cranbury Public Library should immediately inform the library to make arrangement for a pickup to avoid overdue fines.

## **Returns**

Materials may be returned to the Cranbury Public Library Circulation desk or deposited in the Book Receptacle outside the main entrance.

## **Interlibrary Loans**

Cranbury Public Library cardholders may request materials not available through STELLA.

- Requests for interlibrary loans may be made in person, by phone or email.
- Cardholders will be notified by phone or email as soon as the material is available.
- Items are checked out immediately to the cardholder.
- Loan conditions are set by the library that owns the material and will be disclosed to the Cranbury Public Library cardholder when the material is picked up.
- Interlibrary loan materials **must** be returned to the Cranbury Public Library.

## **Lost/Damaged/Stolen Materials**

Cardholders are responsible for the cost of replacing lost or stolen material. Lost or stolen materials will be replaced at the list cost of the material plus a \$5 processing fee. Out of print materials will be replaced by similar materials, the cost of which will be determined at the time of purchase, plus a \$5 processing fee. If a cardholder locates missing material after having paid for its replacement, the cardholder owns the misplaced material.

The Cranbury Public Library reserves the right to determine if a damaged book requires replacement. Borrowers must bring any existing damages to the attention of the Cranbury Public Library when the material is borrowed to avoid replacement fees.

## **Replacement of Lost/Damaged/Stolen Library Cards**

Lost or stolen library cards should be reported to the Cranbury Public Library immediately. Cardholders are liable for materials charged out at the Cranbury Public Library and at libraries that have reciprocal borrowing privileges with the Cranbury Public Library from the time the card is lost to the time the loss is reported to the Cranbury Public Library.

No fee is charged for the first card replaced. The cost of additional replacements is \$2 per occurrence.

## **Library Theft Laws**

Library users who steal or willfully conceal library material may be found in violation of the New Jersey Code of Criminal Justice (Section 2C 20-12 through 20-15) and may be referred to the police and may also have their library privileges revoked.

## **Confidentiality of Records**

Information about the use of library materials by specific users will not be released unless mandated by law or required for the efficient and effective operation of the Cranbury Public Library.

## **Loss of Privileges**

The Cranbury Public Library reserves the right to reject, suspend or revoke library privileges at its discretion and library users must turn over their library cards when requested by the Cranbury Public Library Director or authorized staff.

## **Appeal Process**

Loss or denial of library privileges and fees/damages may be appealed to the Cranbury Public Library Board of Trustees by following the Cranbury Public Library Appeal Process.

The Cranbury Public Library Board of Trustees will periodically review and update this policy.  
Policy approved by the Cranbury Public Library Board of Trustees: 8/8/24.

