Cranbury Public Library
Circulation and Fee 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 pools its 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

Eligibility

Borrowing privileges are extended to individuals holding Cranbury Public Library cards, cards from other STELLA libraries, and from any other library that 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 residents of Cranbury who present current valid proof of residence.
- Pre-high school 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.
- Non Cranbury residents who do not work in Cranbury and have paid the $75 yearly membership fee.

Privileges

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 the Library's digital content platforms.
- Borrow equipment if 18 years of age or older and in good standing.

Cardholders from other STELLA libraries 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.

NOTE regarding new items: While cardholders from STELLA may come to Cranbury and borrow new

items, Cranbury does not ship new items to other libraries to satisfy hold requests.

Responsibilities
Cardholders are responsible for the return, in good condition, of all materials borrowed.

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.

Cardholders are financially responsible for all materials borrowed using their cards.

Lost or stolen library cards should be reported to the Cranbury Public Library immediately.

Cardholders are responsible for the timely payment of fines and fees.

Expiration and Renewal
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.

Only one card/keytag set is permitted per person.

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.

Lost or Damaged 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 a replacement card.

Suspension/ Loss of Library Privileges
The Cranbury Public Library reserves the right to reject, suspend or revoke library privileges at its discretion.

Members whose cards are suspended cannot borrow additional materials.

Cardholders who have $10 or more in outstanding fees will have their cards suspended until they have paid their outstanding fees.

Loss or suspension 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.

CIRCULATION

Loan Periods
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.

Materials	Loan Period	Max # of Renewals	Max # of Items on loan
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	Varied

Renewals
Eligible materials, such as those without holds requests, are automatically renewed up to the maximum number of renewals listed in the Circulation Rules Section above.

Materials may also 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.

Returns
With the exception of inter library loans, museum passes, and special loan items as otherwise

noted, all materials may be returned to the Cranbury Public Library Circulation desk or deposited in the designated "Book Drop" receptacle outside the Library.

Overdue Notices
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.
- 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).

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

Fines and Fees
Cardholders who have material overdue for over 6 weeks will have a bill added to their account to pay for the items which are presumed lost. Cards will be suspended until fees are paid or materials are returned.

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

Photocopies and computer print outs are 25 cents per page.

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

Lost 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. Out of print materials will be replaced by similar materials, the cost of which will be determined at the time of purchase.

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.

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 STELLAlibrary.
- 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 beforethe hold expires

Inter Library Loan

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 materialis available.
- Items are checked out immediately to thecardholder.
- Loan conditions are set by the library that owns the material and will be disclosed to the Cranbury Public Library cardholder when the material ispicked up.
- Interlibrary loan materials **must** be returned to the Cranbury PublicLibrary.

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.

Policy Approved by the Cranbury Public Library Board of Trustees: 10.8.26. Library policies are subject to regular Board review and may be updated at any time.