

CIRCULATION POLICY

Any property owner or resident of Raymond, six (6) years of age or older, is eligible for a library card from the Dudley-Tucker Library. Persons who work in Raymond or go to school in Raymond, but live elsewhere, are also eligible for a card for the length of time that their affiliation with Raymond lasts. Photo ID and proof of residency, local employment, or school attendance must be provided before a library card is issued. Proof may include the following items: resident tax receipt, utility bill with name and address stated, license, pay stub (for those working in Raymond), or school related paperwork for a student attending Raymond schools but not living in Raymond. There is no charge for a library card if the above criteria are met. There is a \$2.00 fee for the replacement of a lost or damaged card.

Residents of other communities may purchase a Non-Resident Card for an annual fee of \$25.00 per family. The privileges of the Non-Resident Card are restricted to the borrowing of materials. Non-resident patrons are not eligible to participate in regularly scheduled library programs (ie. Story Time) or any programs when space is limited and demand high. The allocation of space for programming will be to accommodate Raymond residents first.

Non-reference books, periodicals, books on CD, and designated collections are renewable and circulated for fourteen (14) days. Renewals are accepted in person, by email, over the telephone, or on the answering machine. Patrons may also renew items through their account on the online card catalog. The maximum times an item may be renewed is five (5). No renewal is allowed if an item has an outstanding overdue fine of \$5.00 or more, or if another patron has a hold on the item.

Overdue fines for most materials are calculated at \$.15 per day for each day that the library is open. Patrons will have one "grace" day on books and audios only (Ex: Your book is due on Monday and you return it on Wednesday. Tuesday is your grace day and you will be charged \$.15 for returning it on Wednesday). Overdue fines accumulate until the purchase price of the material is reached.

DVDs are circulated for seven (7) days. DVDs may be renewed one (1) time for an additional seven (7) days. The overdue fine is \$1.00 per day. See "Video Collection Policy" for additional fee schedule.

Once a total of \$30.00 in overdue fines and/or replacement costs has been reached, the patron's account will be blocked.

Items labeled "REFERENCE" are non-circulating.

Patrons may reserve materials from all collections, excluding reference. When the requested item is available, the patron will be telephoned or notified by text or email. The patron will have three (3) days after notification to pick up the reserved materials. If the item is not picked up within three (3) days, they will be telephoned. If the item is not picked up within another three (3) days, the next person on the reserve list will be contacted and the original patron will be

dropped down one (1) on the reserve list. After two (2) such unacknowledged notifications, the patron's name will be dropped from the reserve list.

A patron accepts responsibility for the safe return of all materials borrowed under his/her library card, which must be presented at check-out to ensure accuracy. If an item is lost or damaged the patron will be billed for the cost of the item. Library privileges are suspended until all overdue fines/fees are paid.

Adopted 10/4/94

Revised: 10/08/97

11/06/02

05/20/08

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