

## **Kennebunk Free Library Lending Policy**

A valid KFL library card must be presented to borrow library materials. Circulation records are confidential and private as defined by State and Federal laws.

Requests for items will gladly be taken in person, online via Minerva or by telephone. A KFL library card is required for all transactions including requests. The library will notify patrons by email or phone when requested items are ready for pick up. Items will be held for one week.

Patrons are responsible for returning borrowed items on time and for prompt payment of any fees and fines associated with overdue or non-returned items. The primary purpose of fines is to have the overdue item(s) returned to the library in an acceptable condition and thus continue to be available to other borrowers. The following steps will be taken in the event an item(s) is overdue:

1. The first overdue notice is sent when the item(s) is 5 days overdue.
2. A second notice is sent when item(s) is 10 days overdue.
3. A bill is sent when item(s) is 20 days overdue.
4. A phone call is made to patron when item(s) is 25 days overdue.
5. If there is no response to the above requests, a registered or certified letter will be mailed when item(s) is 35 days overdue and has not been returned. The letter will notify the patron that a person who knowingly fails to comply with the library policies concerning the return of materials may also be charged with a Class D crime. (Source: Title 17-A: Maine Criminal Code Chapter 15} 360: 1C.)

A receipt indicating the due date is offered with every item borrowed. It is the library's policy to charge the replacement cost of lost or severely damaged materials. However, replacement costs of items borrowed from other libraries are determined by the loaning library's policy and may exceed the actual cost of the item. Patrons owing fines of \$5.00 or more will be restricted from borrowing items until the balance is less than \$5.00. Restricted patrons are still welcome to use the library facility and all of its resources.

Most items can be renewed for an additional 2 week period (from date of renewal) provided no one is waiting for the item. Renewals are only available within 7 days of the item's due date. One time loan extensions may be made for educators using Kennebunk Free Library materials in their classrooms.

Books, Periodicals, Audiobooks, MP3s, CDs, Video Games, Puzzles, Baking Pans, and Knitting & Crochet Tools:

- circulate for a 3-week period
- books, periodicals, audiobooks, MP3s, CDs and video games may be returned in either the drive up media drop or the media drop at the main entrance
- puzzles, baking pans and knitting and crochet tools must be returned inside the library
- late return fee is \$.15 per day per item
- maximum fine is \$5.00 per item per borrowing period

DVDs and Videos:

- circulate for a 3-week period
- are limited to 4 per card
- may be returned in either the drive up media drop or the media drop at the main entrance
- late return fee is \$.60 per day
- maximum fine is \$5.00 per item per borrowing period

Approved by Board 3/27/12; Revised 2/03/15; 4/28/15; 2/23/16

USB Flash Drives:

- circulate for a 7-day period
- must be returned inside the library directly to a staff member
- \$20.00 unnecessary risk fee will be assessed if the USB is left in the media drop
- late return fee is \$.50 per day

E-readers and iPads:

- circulate for a 3-week period
- must be returned inside the library directly to a staff member
- minimum \$25.00 unnecessary risk fee will be assessed if the e-reader or iPad is left in the media drop
- late return fee is \$5.00 per day