

## Kennebunk Free Library Lending Policy

A valid KFL library card number 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 number is required for all transactions including requests. Items will be held for one week.

Notifications are sent via email if an email address is provided. If an email is not provided a phone call is made for holds and a letter is mailed for an overdue item. Patrons also have the option through their Minerva account to opt-in to text notifications.

KFL believes that fines create a barrier to access so we do not charge fines for the majority of our materials unless otherwise noted below. Patrons are still responsible for returning borrowed items in a timely manner and for prompt payment of billed or damaged items. 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. If there is no response to the above requests, a letter from the director will be mailed.

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 with billed items will be restricted from borrowing, but are still welcome to use the computers and resources in the library.

Most items can be renewed for an additional 2 week period (from date of renewal) at the request of the patron provided no one is waiting for the item.

### Books, Periodicals, Audiobooks, CDs, Puzzles, and Knitting & Crochet Tools:

- circulate for a 3-week period
- books, periodicals, audiobooks, and CDs may be returned in either the drive up media drop or the media drop at the main entrance
- puzzles and knitting and crochet tools must be returned inside the library

### DVDs and Videos:

- circulate for a 3-week period
- are limited to 10 per card
- may be returned in either the drive up media drop or the media drop at the main entrance

### Board Games:

- circulate for a 7-day period
- must be returned inside the library directly to a staff member
- must be returned with all game pieces neatly in box
- may not be renewed

### State Park Passes:

Approved by Board 3/27/12; Revised 2/03/15; 4/28/15; 2/23/16; 6/26/18/ 4/27/21

- circulate for a 3-day period
- may not be reserved or renewed
- late return fee is \$5.00 per day

Telescope and Binoculars:

- Circulate for a 7-day period
- Must be returned inside the library directly to a staff member
- Must be returned with all pieces of equipment present and in good working condition
- May not be renewed
- Damaged items will be billed for replacement costs.
- Telescope requires reservation and signed lending agreement
- late return fee is \$5.00 per day