

Metuchen Public Library

480 Middlesex Avenue
Metuchen, NJ 08840
732-632-8526

IN-HOUSE CIRCULATION POLICY

Circulation of In-House Use Items

As a convenience to our users, the Library loans items such as chess sets, educational toys and outdoor-use items that can be used within the library facility or on library grounds. Restrictions for outdoor usage may apply to some items. The following rules apply:

- Users must be at least 14 years old or accompanied by an adult. Age restrictions may apply to some outdoor-use items.
- The items will be available, one item per checkout, on a first-come, first-served basis for cardholders of LMXAC libraries with a library account in good standing. Metuchen cardholders have first priority.
- In-house use items can be borrowed for up to three (3) hours, after which time fines will be assessed; items must be returned and checked in at the Main Service Desk at least 30 minutes prior to closing.
- Outdoor-use items will not be checked out when there is less than one hour before the Library closes, during inclement weather and less than one hour before sunset.
- A current Metuchen library card or a library card from one of the LMXAC libraries AND a valid driver's license, New Jersey ID or school ID will be required to check out the items. The Main Service Desk staff will retain those IDs while the in-house use item is checked out.
- In-house use items should never be left unattended. Users are responsible for any damage, loss, theft, or accident that occurs to the item while it is checked out to them.
- No in-house use items are allowed to leave the library's premises except with permission from the Library Director.
- At the time of both borrowing and returning, the in-house use item will be inspected by a staff member to make sure that the item is intact and functioning properly. Borrowers should allow at least five (5) minutes for a staff member to

check the item. Retained IDs will be released after satisfactory inspection of the returned item.

Fines and Replacement

- The replacement fee for an in-house use item will be the cost of the item plus accrued overdue fines.
- In-house use items not returned on time will be subject to a late fee of \$5 per half hour. Payments of late charges will be added to the borrower's library account and must be paid before in-house use privileges will be reinstated.
- A \$5.00 fine plus replacement cost of any damaged or missing parts of the borrowed item will be charged if the item is left on the Main Service Desk without staff attendance. The borrower's future in-house use privileges may also be revoked.
- In-house use items not returned to the Main Service Desk before closing time will be considered lost and subjected to a replacement fee. The replacement fee will be accrued to the borrower's account and future in-house use privileges may also be revoked.

1st Reading 10/18/2016

2nd Reading and Adopted 12/13/2016