

2.6a Borrowing Schedule

Material Type	Borrowing Period	Renewal Policy <small>*see Renewal Policy</small>	Overdue Fine Amount Per Day	Borrowing Limits
Books	3 weeks	1 renewal	.20 cents	25 (3 per subject 5-digit Dewey Number)
Magazines	3 weeks	1 renewal	.20 cents	3 per title
Audiobooks (Cassette & CD format)	3 weeks	1 renewal	.20 cents	5
New Books	2 weeks	1 renewal	.20 cents	5
Circulating Encyclopedias	3 weeks	1 renewal	.20 cents	25
Battle of the Books	1 week	No renewals	.20 cents	1
Music CDs	1 week	1 renewal	.20 cents	5
DVDs (titles with a running time of less than 3 hours)	5 days	No renewals	\$2.00	3 <small>*see Fee Schedule below</small>
DVDs (titles with a running time of 3 hours or more, TV series, & instructional titles)	2 weeks	No renewals	\$2.00	1
VHS Tapes	5 days	No renewals	\$2.00	3
Interlibrary Loans (via JerseyCat)	3 weeks	No renewals	\$1.00	5
Reference Material & New Magazines (latest issue)	Non-circulating	N/A	N/A	N/A

Renewal Policy*

Patrons may renew material by visiting the library or by speaking with a staff member during open hours. Patrons may renew their own material by using the My Account feature of Ibistro. In order to successfully renew material, a patron must have a fine total below \$5.00. Renewals will be denied on material that has a hold queue.

Book Drops

All library material may be returned in book drops located outside of the library. This includes DVDs, CDs, VHS tapes and audiobooks.

During Open Hours: The drive-up book drop is open 24/7. During business hours it should be utilized only by patrons not planning to visit the library or borrow materials the same day. Patrons returning material and charging out new material within the same day must return their material inside to library staff. The two additional book outdoor drops are locked during business hours and can be used only during closed hours.

During Closed Hours: The drive-up book drop and two additional outdoor book drops may all be used. Material returned in book drops by 9:00 am Mon-Sat and 1:00 pm on Sunday will be considered to have been returned before closing on the previous day.

Payment of Fines, Fees, and Other Charges

Items may be checked out if the patron's total fine balance does not exceed \$4.99. When a fine balance of \$5.00 or more exists, the patron's card will be blocked. Patrons cannot check out any material if there is an overdue item on their account that is creating an estimated fine of \$5.00 or more. These cards will likewise be blocked.

Fee Schedule*

Fees	Amount
Library Card Replacement	\$3.00
Non-resident Card (entitles the bearer to full Sayreville resident privileges for 1 year)	\$60.00
Videos rented by Sayreville patrons exceeding the maximum allotment of three, 5-day DVDs, one 14-day DVD, or three VHS tapes	\$2.00 per extra item
Videos rented by out-of-town borrowers	\$2.00 per rental
Lost Inter-Library Loan Insert Card w/ Barcode	\$5.00
Lost Barcode or Media Case	\$3.00
Lost DVD Sleeve or DVD Insert	\$5.00

Lost Library Material or Damaged Library Material (Sayreville item)	Cost of material as indicated on item record + \$5.00 processing fee (No replacements accepted)
Lost Inter-Library Loan Item	Lending library determines price
Lost JerseyCat Item	Lending library determines price
Photocopies	10 cents per B&W page 25 cents per color page
Computer Printing	10 cents per B&W page 25 cents per color page
Sale items Note: All materials are sold as is	Hardcover books: \$1.00 Paperbacks: \$.50 Videos/Music CDs: \$1.00