

**Policy**  
**Bernardsville Public Library**  
**Borrowing Items**

*Revised November 1, 2006*

Library cardholders may borrow items from the library, including books, audiobooks on tape and CD, magazines, music CDs, videos and DVDs.

**Loan Periods**

All materials are due back to the library in 14 days (2 weeks) except pay videos and DVDs (new, popular titles), which are due in three (3) days. A longer loan period may be requested for special circumstances.

**Returns**

Items may be returned inside the building during library hours or any time using the dropbox outside the library. (Returns made before the pickup time posted on the dropbox will be effective that day.)

**Fines**

If items are not returned by the due date, the borrowing patron will incur a fine of 10 cents per day for most items and \$1 per day for reference books and pay DVDs/videos. Borrowing privileges are suspended when unpaid fines total \$5.00 or more.

**Reserves**

Patrons wishing to borrow an item that is loaned out to another patron may place a reserve. When the item is returned, library staff will contact the reserving patron who will then have up to three days to claim the item at the library.

**Renewals**

Patrons may renew items for an additional loan period, unless another patron has placed a reserve.