



LOUIS B. GOODALL MEMORIAL LIBRARY LIBRARY BORROWING POLICY

NEW LIBRARY PATRONS shall:

- 1) Present satisfactory identification.
- 2) Fill out an application.
- 3) Read and indicate agreement with the Library Borrowing Policy.
- 4) Have a parent or guardian's signature if under the 9th grade.

Residents of Sanford and Springvale are eligible for a library card free of charge. Non-residents may borrow materials upon payment of a non-resident fee, or upon presentation of a Sanford property tax bill in the amount of at least \$300. Annual proof of tax payer status is required to renew borrowing privileges. The non-resident fee is \$18 for six months and \$35 for one year. Household members of a non-resident fee-paying, or Sanford taxpayer, cardholder may share the use of a non-resident card.

Current Sanford teachers and students are eligible for non-resident cards at no charge, upon presentation of proof that they teach, or attend school, in Sanford. Such non-resident teachers may borrow materials for teaching only, and not for their own personal use. Annual proof of Sanford teacher or student status is required to renew borrowing privileges. Sanford non-resident teacher and student cards may be used by the teacher or student only, and not by others such as members of their families.

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- First-time patrons may borrow only two (2) items.
- Items may be renewed not more than two (2) times. Items may be renewed in person or by telephone. Videos may not be renewed.
- Items with waiting lists may not be renewed.
- Holds may be placed on not more than five (5) items at the same time.
- Interlibrary loans are limited to five (5) at the same time. \$2.00 will be charged for each ILL request, due at check-out. Please be aware that a charge will be applied for items not picked up.
- Reference items, current magazines and restricted materials are for use in the library only.
- Library materials may be returned during regular library hours or via the Book Drop.
- Overdue items are subject to a fine of \$.10 per day. The library will notify patrons about overdues.
- Video borrowing is limited to two (2) per card at one time. Overdue videos are subject to a fine of \$1.00 per day per video. Videos may not be renewed.
- Borrowing privileges will be suspended for any patron who has overdue materials, has been billed for library materials or who has outstanding charges of \$2.00 or more.
- Patrons will be charged the list price for all items overdue by more than one month and for lost or damaged items. This charge covers the cost of replacement, re-ordering and re-processing.
- Patrons must notify the Library of any change in address.
- **Patrons must present their library cards when checking out materials.**
- **A fee of \$2.00 will be charged for replacement cards.**
- Patrons are responsible for all items borrowed on their library cards (including any items borrowed by other persons using their card.)
- Patrons with delinquencies on their own records will not be allowed to use another patron's card.

Goodall Library may share information with other libraries about patrons whose borrowing privileges have been suspended. No information about books or materials used will be shared, but information about unpaid fines or bills may be shared with other libraries. Records maintained by any public municipal library which contain information relating to the identity of a library patron relative to the patron's use of books or other materials at the library shall be confidential. Those records may only be released with the express written permission of the patron involved or as the result of a court order. (MRSA Title 27. 4-A. 121.)

Revised 12/10/09