

ROXBURY PUBLIC LIBRARY

Library Use Policy

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A. Borrowing Privileges:

Resident Cards

Residents of the Township and persons residing outside the geographical area, but owning property in Roxbury Township, are eligible for a resident card. The exception is the property owner whose primary residence is in another municipality in Morris County. This individual may use the card of the home library at Roxbury.

Resident cards are issued free, but replacement cards are available at a minimal cost as stipulated by the Library Board of Trustees. Resident children may obtain a card at any age. At the time of registration, either driver's license number or Morris County Identification Card number must be noted on the registration card to be used as a positive identification (as requested by the Morris Automated Information Network). In cases where residency is open to question, the applicant may be required to show proof of current residency.

Pay Cards

Morris County residents who reside in a municipality that does not participate in the M.A.I.N. consortium may purchase a library card for a cost as stipulated by the Library Board of Trustees.

Individuals who purchase pay cards have library privileges and may place holds and pickup only at Roxbury Public Library and Morris County Library. Roxbury Library staff may place COPY holds for pay patrons on either Roxbury or Morris County Library's titles.

Courtesy Cards

Courtesy card policy is as follows or per current M.A.I.N. Policy. Courtesy card holders are restricted to accessing materials at either Roxbury Library or Morris County Library. Holds may be placed for pick-up at Morris County Library or Roxbury Library only, with other libraries reserving the right to limit items.

Eligibility

- Business Owners who own or rent the property in Roxbury where their business is located are issued a resident (Full Service) card. The owner/manager must apply for the card in the business name and he/she is responsible for everything that is charged out on that card.
- Employees of local businesses who live outside of Roxbury Township are not entitled to a courtesy card, but may purchase a pay card, if eligible.
- Non-resident volunteers who have served the Library for one year or longer may be issued a courtesy card.
- Students not living in the County of Morris but attending schools in Roxbury are issued a courtesy card that will be valid for a full year. This card is for the student's use only.
- Non-Profit and Educational Institutions in the Township are issued a courtesy card in the institution's name. The only institutions that do not pay fines are Roxbury Township public schools. All others do pay fines.
- Permanent Roxbury Township and Roxbury School District employees are issued courtesy cards.
- Roxbury Library Staff are issued courtesy cards.

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Reciprocal Borrowing

Reciprocal privileges are offered to residents of other Morris County municipalities which are part of the M.A.I.N. consortium and to participants in the Open Borrowing program, as specified in the *Reciprocal Use Policy*.

Loss of Borrowing Privileges

Borrowers may lose the privileges of the Library temporarily through failure to observe Library rules or through objectionable conduct on Library premises. Restoration of privileges shall be at the discretion of the Director.

B. Borrowing & Renewals:

There is no restriction on the total number or type of materials that may be borrowed, except as specified in the *DVD & Videocassette Policy*.

The loan period for all items is 28 days, with the following exceptions:

- Browsing Collection DVD's: 2-day loan period
- Adult and Teen "entertainment" DVD's: 7-day loan period
- DVDs or videocassettes for Children: 14-day loan period
- DVD sets with 4 or more discs: 14-day loan period

Roxbury Library materials may be renewed twice, either in-person, by telephone, or online provided that:

- There are no reserves on the item
- The item is not part of a school system summer reading program
- The item is not an Adult or Teen "entertainment" DVD
- If the item is an interlibrary loan which the Library borrowed from another library for a Roxbury Library cardholder, permission for renewal is given by the owning library.

C. Hours

Open Hours

Except during emergencies and when the Library schedule is affected by holidays, the Library will be open:

Monday through Thursday: 10:00am to 8:00pm

Friday: 10:00am to 5:00pm

Saturday (from Labor Day to Memorial Day): 10:00am to 3:00pm

Saturday (from Memorial Day to Labor Day): 10:00am to 1:00pm.

Sunday hours are offered at the discretion of the Library Board.

Closing

Photocopiers will be turned off 10 minutes before closing. Public Access Computers will be turned off 15 minutes before closing. Library card applications may be made up to 15 minutes before closing. When available, notary service will be offered until 30 minutes before closing.

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Holidays

The Library will be closed in observance of the following holidays:

- New Year's Day
- Good Friday
- Easter
- Mother's Day
- Memorial Day (three-day weekend)
- Independence Day
- Labor Day (three-day weekend)
- Thanksgiving Eve, 5pm
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve, 1pm

The Library will be open on other, minor, holidays unless otherwise posted. Regular business hours will be in effect on those minor holidays.

D. Fines, Overdue Notices, and Billing:

A fine is levied for all overdue materials. The amount of the daily fine and the fine limit(s) are determined by the Library Board of Trustees. Lost books must be paid for at full retail price; no overdue fine is charged. The amount of the fine will never exceed the unit price of the material. At least one overdue notice is sent out prior to determining that a book must be paid for. Damaged materials must be paid for at the unit price of the materials.

E. Reserve Requests:

The Library will allow card holders to reserve media which is in the Library collection, but is not immediately available. There is no charge for making a reservation. Patrons are notified when reserved items are ready for them, and patrons are given seven days to pick up reserved material.

F. Use of the Meeting Room:

The rules and regulations for use are specified in the *Meeting Room Use Policy Statement*.

G. Library Program Policy:

Library Programs, offered to the Public, may require a nominal fee, nonrefundable, to be paid at the time of registration. This fee may be imposed to either offset the cost of the program, or to encourage a commitment to attend the program.

Library Classes, offered to the Public, may require a nominal deposit, to be refunded at the time of the class, but not refunded if the person does not attend.

H. Reference Services

Patrons are encouraged to come in and research reference material themselves, although staff will help patrons find the right books and to get started, time permitting. Staff members are not permitted to:

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- interpret medical information regarding the treatment of a disease or descriptions of drugs and their effects
- interpret legal information or give advice as to action to take in a legal matter
- appraise the monetary value of any item.

The staff may determine that a question requires more research or a longer explanation than can readily be given at that time. In this case, patrons will be encouraged to make an appointment for further assistance.

I. Photo Privacy Policy

Photos and videos that appear on the library's websites may be gathered from public programs, events, and library spaces. Photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

The Board of Trustees of the Roxbury Township Public Library have adopted the following rules and regulations respecting the conduct of Library patrons:

J. Rules of Conduct

1. Eating or drinking is not permitted within the Library except in areas specifically designated for same or for approved special programs/events.
2. The use and playing of audiovisual equipment in such a way that the audio part can be heard by others, unless such audio equipment is part of a Library authorized program, is not permitted.
3. Smoking and chewing of tobacco products, illegal drugs, and consumption of alcoholic beverages are not permitted in the library building or on library property.
4. No person may carry any instrument which could reasonably and commonly be classified as a weapon or a dangerous instrument, or could be reasonably used as a means of aggression or defense against another, into the Library or onto Library grounds, unless authorized by law to do so. Those authorized by law to carry such instrumentalities or weapons must notify the Library staff upon entering the premises that he or she is carrying such an instrumentality and provide evidence of lawful authorization to carry same.
5. No person may bring any animal into the Library unless such animal is necessary to assist a person with a disability, or is part of a Library authorized program.
6. No person may use the lavatory facilities other than for the ordinary and usual use. Bathing and laundering of clothes are specifically not permitted.

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7. No person shall engage in conduct disruptive to the utilization of the Library facilities by others, such as: roughhousing, fighting, talking loudly, making noises disturbing to patrons, or engaging in any other type of activity which unreasonably interferes with another person's use of Library facilities.
8. Use of mobile phones, voice over IP (VoIP) devices or programs, and other means of verbal telecommunication is prohibited in designated quiet areas and at service desks, and must be kept to a reasonable volume inside the Library. A reasonable volume is a volume that is not disruptive to others. Audible ringers must be turned off inside the Library. Patrons are encouraged to use the vestibule or the Library's outdoor spaces when speaking on mobile devices.
9. No person shall interfere with Library personnel's performance of their duties.
10. All patrons shall wear shoes and shirts while in the Library.
11. No person may damage Library property.
12. No person may steal Library materials.
13. No person shall engage in violent, threatening, or tumultuous behavior towards Library personnel or patrons.
14. Skateboarding, roller-skating, and in-line skating are not permitted on library property.

K. Unsupervised Minors

The Roxbury Township Public Library is not responsible for persons under the age of eighteen (18) who are left in the building or on Library grounds by parents, guardians or others. No child under the age of ten (10) may be left in the Library unless accompanied by a parent or other adult responsible for said child.

At the time of closing, all patrons, including minor patrons, will be asked to leave the building and no provision will be made for transportation of minor children without rides to their homes as such is the responsibility of the parent, guardian, or other responsible adult. Library personnel in charge of the building who can identify children left at closing without rides may notify the Roxbury Township Police Department and request that they transport them to Police Headquarters for purposes of notifying their parent, guardian, or other responsible person to pick them up.

In the event a minor is expelled from the building due to breach of rules and regulations of the Library and a parent is not available, reasonable efforts shall be made by Library staff to identify the child, permit the child to make contact with a parent, guardian, or other responsible adult by telephone. If unsuccessful, the person in charge of the Library building shall contact the Police Department to alert them to the fact that an unsupervised minor has been asked to leave the Library in order that the Police may assist, if appropriate.

L. Emergency Situations

An emergency situation is any situation where life or property is endangered due to a natural disaster or other catastrophic occurrence, or any situation in which a patron's actions present an imminent danger to himself or others. In the case of emergency situations, the Library reserves the right to require patrons to leave the premises. Where minors are required to leave the premises for emergency situations, Library personnel shall make reasonable effort to contact the parent, guardian, or other adult responsible for the minor, if practicable, but such responsibility shall not be a mandatory requirement nor impose any liability upon Library staff, the Library, or the Township of Roxbury.