

# Lending Policies

## MATERIALS AND LOANS

Materials available for loan at the Piscataway Public Library include: Fiction and Non-Fiction Books; Paperbacks; Magazines; Encyclopedias; World Language Materials; Literacy Materials; Compact Discs; CD-ROMs; Cassettes; Audio Books; Read-a-longs; DVDs; Video Cassettes; Projectors; Videocassette Players; DVD Players; and Telecommunication Devices for the Deaf.

Loan periods are 2 days, 2 weeks, or 3 weeks for most items. Please check your receipt for the due date. Only Piscataway residents and municipal and school employees can borrow audio-visual equipment and HOT PICK DVDs. You may renew most items on-line through the Library's electronic catalog; by automated telephone system; or in person. Fines will be charged for overdue items.

There are no item limits for any materials.

### **Print (books & magazines), Audio (Music CDs, Audio Books, Playaways), Computer (Children's CD-Roms)**

- 21 day loan period
- May be renewed (up to 2 times) if no hold exists
- Late fee \$0.10 per day

### **NEW Adult Print Books (Fiction & Non-fiction)**

- 14 day loan period
- May be renewed (up to 2 times) if no hold exists
- Late fee \$0.20 per day

### **NEW Entertainment Movies (Hot Picks)**

- \$1.00 rental fee
- 2 day loan period
- May be returned and checked out again (with rental fee) if no holds exist
- Late fee \$1.00 per day

### **Entertainment Movies (Comedy, Adventure, Drama, etc)**

- \$1.00 rental fee
- 14 day circulation
- May be returned and checked out again (with rental fee) if no holds exist
- Late fee \$1.00 per day

## **Other DVDs (Documentaries, Educational, Children's Entertainment Movies, Hooked on Phonics Kits)**

- No rental fee
- 14 day circulation
- May be renewed (up to 2 times) if no hold exists
- Late fee \$1.00 per day

## **Reserves • Interlibrary Loans • Open Borrowing**

Books and other materials that are not immediately available at the Piscataway Public Library may be reserved at no charge. Many reserves can be filled through the vast resources of the Library's automation consortium, LMxAC, found on-line in the Electronic Catalog. Reserves are filled with the first available copy in the system.

If neither the Library or the Consortium own the requested materials, your request will be forwarded to another library or the statewide information network for an Interlibrary Loan. You will be notified by telephone when the item is available. Interlibrary Loans can now be done by visiting or telephoning one of the Library's reference desks.

In addition, Piscataway Public Library has mutual Open Borrowing agreements with many libraries in central and northern New Jersey to share books and other materials with our customers who have a valid library card. The types of materials available to non-residents may vary from library to library.