

LOAN AND FINES POLICY

Any person who is registered with the Shrewsbury Public Library with a borrowing record in good standing can borrow library materials according to the following loan periods:

LOAN PERIODS:

The majority of library items (except those listed below) are loaned for 21 days. Exceptions to the three-week loan period:

- Museum passes – 1-day loan
- All DVDs (except series) – 7-day loan
- Magazines – 7-day loan
- Video games – 7-day loan
- Art prints and carrying bags – 3-month loan

IN-HOUSE LOANS:

The following items may only be borrowed while the borrower is physically in the library. These items may not leave the building:

- Phone chargers
- Video game controllers
- Laptops/Tablets
- PC accessories

LOAN LIMITS:

At any given time, patrons may borrow:

- 2 Top Picks books
- 6 video games
- 6 DVDs, including only 1 Top Pick movie
- 2 art prints
- 3 children's board games
- 6 teen and/or adult board games
- 6 Library of Things items

Total borrowing limits per card are as follows:

- Borrowers may have a total of 50 items borrowed at one time
- The library reserves the right to impose more stringent borrowing limits and loan periods on specific high demand items such as seasonal items or class project materials

NON-CIRCULATING ITEMS:

The following library items do not circulate:

- Newspapers
- Reference items
- Items from the Ward Room local history collection
- Historical artifacts or any library equipment purchased for staff use only

FINES:

In order to continue to support our evolving community needs and to provide better access to our collections and services, the Shrewsbury Public Library does not charge overdue fines. The library believes removing fines will improve community engagement and increase the use of the diverse materials within the library's collections.

[Fees and Fines](#)

[Fees](#) are replacement charges assessed for library materials permanently lost or seriously damaged. Replacement fees will continue to be assessed to borrowers' accounts for any library materials permanently lost or damaged beyond usability (as determined by library staff). These fees will be a predetermined amount dependent upon the value of the item being replaced. Please see the library's [Policy on Payments for Lost or Damaged Items](#) for more information.

[Fines](#) are a daily penalty assessed for library materials not returned on or before their due date. Only the following library items will continue to accrue fines on borrowers' accounts if overdue:

LAPTOPS/TABLETS; WI-FI HOTSPOTS; TELESCOPE; LIBRARY OF THINGS	\$5.00 PER BUSINESS DAY / PER ITEM
MUSEUM PASSES	\$10.00 PER BUSINESS DAY / PER ITEM

Patrons will not be charged overdue fines for all other library materials returned after their due date. However, items are considered lost on the 28th day past their due date, and borrowers will be assessed replacement fees for those items at that point. Until lost items are paid for or returned the borrowing patron will lose further borrowing privileges.

RENEWALS:

Items that are eligible to be renewed will automatically renew on their due date. If borrowers have an email address on file, they will be notified of the renewals with an email notification. Patrons can also call the library or log in to their C/W MARS account to learn the status of all borrowed items or renew items early if they so choose.

The following items are ineligible for renewals:

- Books or movies designated as "Top Picks"
- Billed items
- Wi-Fi hotspots
- Items belonging to the "Library of Things", i.e. garden tools, kitchen equipment, electronics, etc.
- Board games

Materials from other libraries may be subject to different lending policies and may still be subject to overdue fines or fees that are determined by the lending library. All inquiries concerning those fines must be directed to the lending library.

Accruing \$10 or more of fines or fees on a library account will result in the loss of borrowing privileges for that account until said fines or fees have been resolved.

Approved by the Board of Trustees on 9/22/2020