

**North Country Council's
Lending Library
Policies**

Hours:

The lending library is open Monday through Thursday from 9-3pm daily. Other hours are available by appointment. Authorized borrows may request materials be mailed, however a mailing fee of \$3.85 [JT1](#) will be assessed for the first item and \$.75 for each additional item.

Borrowers:

To become eligible to borrow materials from North Country Council's library, you will be required to fully complete a library application and show one form of picture ID [JT2](#). Materials borrowed for municipal use will need to have an authorized named borrower.

Lending Policy:

Each borrow may have no more than 3 items signed out at any one time.

Books may be borrowed for up to a 4 week period [JT3](#). One two-week renewal is permitted.

Videos and CDs may be borrowed for up to a 2 week period. One two-week renewal is permitted.

Fees:

A \$5.00 late return fee will be charged for each overdue item. Items that are overdue are not eligible for renewal. [JT4](#) A notice of overdue items will be sent out within 2 business days via email and postal mail. Any materials overdue for more than 30 [JT5](#) days will be considered lost and a replacement charge will be incurred.

These rules may be changed or updated at any time. Any questions with regards to the library's rules and regulations may be sent to the librarian at nccinc@nccouncil.org or 444-6303 ext. 10. [JT6](#)

[JT1](#) Charge for Priority Mail up to 1 pound.

This way we don't lose money by mailing materials, but make the library more accessible to everyone – they don't have to drive over to borrow materials – however, the first time they borrow they MUST come in for application and id certification....

[JT2](#) To make sure we can contact them in case of late fees, non returned items, follow-up on materials borrowed...

I can develop a form for this.

Also, do you want to track borrowing habits?

[JT3](#) Standard Research Library lending period.

[JT4](#) Again, Standard Lending Library Procedure.

[JT5](#) Maybe 60 days? At 30 days overdue they have had the book for 2 months.... So I think 30 days is appropriate. Your thoughts?

I think if they return the book we waive the replacement charge, but still keep the \$5 late fee (which will go into the library fund for new materials & also postage on late fines – which will be a postcard or mail

notice so no more than \$.37). It won't be a huge moneymaker but it gives incentive to return materials and also give money to the library....

[JT6](#)I am assuming that I will be the librarian, but is this a role you would rather play?