

Lending Policy

Windham Public Library
217 Windham Center Road
Windham ME 04062
207-892-1908
www.windham.lib.me.us



General Rules

- Please bring your card with you at all times.
- Please report any problems or defects in library materials so we may fix them. If items were damaged before you took them out, please let us know. You will not be charged for damage that you did not do. If, however, you lose or damage library materials, you will be expected to pay for them. Contact the library with questions or concerns: 207-892-1908.

Limits & circulation times

- You check-out a total of 50 items on your card.
- Books may go out for 3 weeks.
- Magazines may go out for 3 weeks. Limit of 5 at a time from each floor.
- Audio CDs, music CDs, and DVDs may go out for 3 weeks. Limit of 4 at a time from each floor.
- Kits may go out for 3 weeks. Limit of 4 kits.
- Items borrowed from other Maine libraries may go out for 3 weeks.
- Items borrowed from libraries outside of Maine may go out for 3 weeks.
- The Cornerstones of Science telescope may go out for **7 days, no renewals**. You must be at least 18 years old and must pay off any overdue fees attached to your library account prior to borrowing the telescope.



Renewing (extending the due date)

- Items borrowed from our collection may be renewed twice (provided there is no request for the item from another patron).
- Items borrowed from other Maine libraries may be renewed once for 2 weeks (provided there is no request for the item).
- Items borrowed from libraries outside of Maine may only be renewed upon approval.

See next page for specifics on renewing



Search for items in the **CATALOG**
& check your account:
<http://minerva.maine.edu/>

To renew your item(s):

- You can access the library catalog and your account any time, day or night:
<http://minerva.maine.edu/> From there, you can renew (extend) the due date of your item(s). You will need to know your library card number.
- You can also call to request a renewal, during library hours: 207-892-1908. You will need to know your library card number.
- You can also stop by in person, during library hours. You will need to have your library card.
- Bad weather, or personal emergencies, can always be given consideration. **Please don't hesitate to speak to a staff member if you have a problem.**

Overdue (late) items and fees

- All overdue fees begin after midnight of the due date.
- The Cornerstones of Science **telescope is \$2 per day if returned late.**
- All other items are 10c per day/item, if returned late.
- Take advantage of renewing the due dates of your items (see previous page).
- If you cannot return a late item when the library is open, please return it in the drop box. Your fees will stop accruing. You can take care of your fees the next time you come to the library.
Please do not put money in the drop box.
- Sundays and holidays DO count in the assessment of fees. Please utilize the drop box.
- Items that are returned with missing pieces (such as discs) will not be removed from the account until the missing pieces are returned.
- A patron who accrues \$5 or more in overdue fees must pay enough to bring the fee under \$5 before he/she may check any items out. The exceptions are Billing Fees and Non-Resident fees, which must be paid in full before any new items may be checked-out.
- Patrons will be notified twice regarding late materials, followed by a bill with a \$3 fee (in addition to the overdue fees) if materials still are not returned.
- If a material is determined lost by a patron, and paid for by a patron, it becomes their property. The library cannot refund the cost after that point, even if the material is found.

If you have any questions or concerns regarding any of these rules or the items that you have on your account, don't hesitate to contact **Jennifer Dupree**, the Circulation Supervisor: **207-892-1908.**

THANK YOU

