

Suffern Free Library - Loan Periods & Limits

Approved by Suffern Free Library Board of Trustees on 06/28/2022

This policy supersedes all prior policies and practices relative to this subject.

The Suffern Free Library has established loan periods and limits to ensure that library materials are returned in a timely manner and available for the next customer.

Definitions:

Loan Period

-The *number of days* for which a patron may borrow a specific library item.

Loan Limit

-The *number of items* of a particular type which may be borrowed at one time and in total by a patron.

Regulations:

1. Suffern and Sloatsburg cardholders may borrow a maximum of fifty (50) items.
2. When applying for a Suffern library card, a person may take out two (2) items on a guest pass. They may not check out again until they have received their library card in the mail.
3. Borrowing privileges shall be denied to any patron whose library card account has fines/fees totaling \$10 or more. Lost materials of any value must be paid in full before borrowing will be allowed.
4. Finkelstein Memorial Library cardholders may have up to a total of ten (10) Suffern Free Library items checked out on a card at any given time.
5. A patron must be 17 or older to borrow R-rated or MA-rated DVDs or M-rated video games. A juvenile patron must be 13 or older to borrow PG-13-rated DVDs.
6. Summer loan begins July 1st and ends on or before September 11th. The extended loan period can be applied only to adult and children's books with a 28-day loan period, and is only offered to Suffern and Sloatsburg cardholders. The Suffern Free Library will not extend the loan on the books set aside for the schools' summer reading program.
7. Borrowers will be fined for items that are not returned by the due date, with the exception of children's materials, which are fine free.

Table of Loan Properties

Item	Loan period	May be borrowed by	Limit per card	Renew?	Reserve?	Overdue fine/day
Audio Books	28 days	Anyone	10	2x	Yes	.10c for adult
Express books	7 days	Anyone	2	No	No	.25c
New adult books; all magazines; all nonfiction DVDs	14 days	Anyone	n/a	2x	Yes	.10c for adult & YA
Regular collection books (all levels)	28 days	Anyone	n/a	2x	Yes	.10c for adult & YA
Juvenile holiday books	14 days	Anyone	n/a	2x	No	n/a
Juvenile book & DVD sets	28 days	Anyone	n/a	2x	No	n/a
DVDs New adult entertainment	3 days	SUF/SLO only	3	No	SUF/SLO	\$1
DVDs New adult TV series	14 days	SUF/SLO only	3	No	SUF/SLO	\$1
DVDs Older adult entertainment	7 days	Anyone, age permitting	5	2x	Yes	\$1
DVDs older adult TV series	14 days	Anyone, age permitting	5	2x	Yes	\$1
DVDs New juvenile entertainment & TV series	7 days	SUF/SLO only	3	No	SUF/SLO	n/a
DVDs Older juvenile entertainment & TV series	7 days	Anyone	5	2x	Yes	n/a
Juvenile topic bags	14 days	Anyone	2	2x	No	n/a
Museum passes	3 days	SUF/SLO adult	1	No	24 hours	\$10
Music CDs	14 days	Anyone	10	2x	Yes	.10c for adult
Video Games	21 days	New=SUF/SLO Old= Anyone	2	No	No	\$1