

DENNIS P. MCHUGH PIERMONT PUBLIC LIBRARY

CIRCULATION POLICY

approved May 2012

LOAN PERIOD

Books and CDs are loaned for one two-week or four-week period. Magazines are loaned for one week. DVDs are loaned for three or seven days. All items except those cataloged as "New" or "Popular" can be renewed up to a maximum of two extra loan periods. Exceptions may be made at the Director's discretion.

FINES

Adult books: 10 cents per day. CDs: 50 cents per day. DVDs: \$1.00 per day. Museum passes: \$10 per day. No fine shall exceed the cost of the item.

LOSS AND DAMAGE

- A. Lost or damaged books, CDs and DVDs: List price. After six months books will be assumed lost and replacement will be at the expense of the borrower. In special cases a replacement copy may be supplied by the borrower in lieu of payment at the discretion of the Director.
- B. Lost museum passes: \$30 replacement fee.
- C. Lost or damaged Library Equipment: Repair or replace at the discretion of the Director.

BORROWING PRIVILEGES

Free to all persons with a valid RCLS library card. Museum passes available to Piermont and Palisades cardholders only.

OPEN HOURS

The paid and volunteer staff, under the supervision of the Director, will have the responsibility of making available to the public the library resources during the following hours:

Monday - Thursday: 10:00 a.m. – 8:00 p.m.

Friday: 12:00 p.m. – 5:00 p.m.

Saturday: 10:00 a.m. to 4:00 p.m.

Sunday: Closed except for special programs

HOLIDAYS

The Library will be closed on the following holidays:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Martin Luther King, Jr. Day	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Columbus Day	

Additional closed and open hours or days may be scheduled as long as public notice is given.