

Madison Library Circulation Policy

1. All Madison residents, taxpayers, and town, school and Madison business employees may borrow library materials. All users are required to fill out an application for a library card. Summer or seasonal residents are asked to give their permanent address as well as their Madison address.
 - a. Residents age 12 and older are issued Adult library cards.
 - b. Children ages 5-11 are issued a Junior library card. The child's parent/guardian must sign the application accepting responsibility for library materials taken out on the child's card.
2. Other non-residents wishing to borrow items from the library must complete an application and pay \$15.00 annual fee from the date issued.
3. Lending time is the following: two weeks for books, music, audio books; one week for videos and periodicals; and two days for new videos.
 - a. A fine of 5 cents per day, excluding Sundays and holidays, will be assessed for overdue books, music, audio books, and periodicals on Adult cards.
 - b. A fine of 1 cent per day, excluding Sundays and holidays, will be assessed for overdue books, music, audio books, and periodicals on Junior cards.
 - c. A fine of \$1.00 per day, excluding Sundays and holidays, will be assessed for overdue videos.
 - d. Patrons who owe over \$3.00 must pay their fines before borrowing new library materials.
 - e. Maximum fine is \$3.00 per item for books, audio books, music, periodicals, and videos.
 - f. Under exceptional circumstances, library staff have the discretion to waive fines or to offer fine amnesty.
4. Cardholders who have no outstanding fines may borrow up to five videos for a period of one week at no charge. New videos are marked as such and borrowing is limited to two per patron with a lending period of two days. Videos may be renewed once.
5. Parents/guardians are responsible for all library materials checked out on their child(ren)'s card(s).
6. There is a book drop available for the return of library materials when the library is closed. If fines are due, the library will record the assessments. The patron must pay the fine before more materials can be borrowed.
7. Objections to any library materials will be referred to the Library Board of Trustees.
8. Public computer use is covered in a separate policy: Madison Library Computer Use.

Adopted May 20, 1998; Approved June 15, 2005

Revised and approved: August 20, 2008

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