



MAIN Policy Manual

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TABLE OF CONTENTS

Introduction	3
Borrower Policies	4
Lending Policies	7
Lost, Damaged, Claimed Returned Policies	9
Appendix A: Member Libraries	10



INTRODUCTION

MAIN (Morris Automated Information Network) is a group of 38 member libraries and branches that have formed together in a consortium, in order to enhance the services they provide to their patrons and to share resources through reciprocal borrowing and intra-library loan.

Each member library's Board of Trustees must vote to abide by the MAIN Bylaws. The most recent edition of the MAIN Bylaws is available on the MAIN staff website.

This MAIN policy manual expands on the ideas set forth in the MAIN Bylaws. It is not intended to infringe on the right of any member library to create its own internal policies. Instead, this manual enumerates policies that govern the interactions between member libraries (or between a member library and a patron from another library). By following these policies, the best possible shared services can be provided to all member libraries and their patrons.

In order to remain a member in good standing of MAIN, each member library must agree to abide not only by the MAIN Bylaws, but also by the policies set forth in this manual.

For more on the structure of MAIN, please refer to the bylaws on the MAIN staff website.



BORROWING POLICIES

Types of Library Service

A goal of MAIN member libraries is to issue one library card to each prospective patron with the highest level of service possible. The different types of library cards issued at member libraries are as follows:

A.) Full-Service Card

Any resident, property taxpayer, library staff member, K-12 student, or K-12 teacher in a municipality served by a member library can be issued a full-service library card at no charge. This card may be used at any member library and entitles the user to full use of the patron online request system. Member libraries may only issue full-service cards to individuals who are residents of the municipalities they serve, property taxpayers of those municipalities, the library's own staff members, K-12 students, or K-12 teachers in their municipality.

B.) Morris County Library Card

The Morris County Library issues library cards to individuals who live in Morris County but do not live in a community served by another MAIN member library.

Patrons with a Morris County Library card may request materials through the patron online request system for pick-up at Morris County Library only.

Member libraries may restrict the items they will loan to Morris County Library cardholders.

C.) Courtesy Card

An individual who works in a member library's service area but who does not reside in a community served by a MAIN member library, and who is not eligible for Open Borrowing, may be eligible for a courtesy card.

Patrons with a courtesy card are eligible for in person service and may request materials through the patron online request system for pick-up at the issuing library.

Individuals who work in Morris County may choose to apply for a courtesy card from the public library which services the town in which they are employed OR at the Morris County Library.

Member libraries may restrict the items they will loan to other libraries' courtesy cardholders.



D.) MAIN Pay Card

Individuals who do not reside in a municipality serviced by a MAIN library, including Boonton Township, Mine Hill, Netcong and Victory Gardens, may be eligible for a MAIN pay card. This card will be issued by any MAIN member library. Stickers will be affixed to regular library cards in order for staff to readily identify these patrons.

Patrons with this library card are entitled to all of the rights and privileges of a “Full Service Card” (see above), but all cards expire after one year.

The annual fee for this card will be \$250 per person and \$225 for patrons 65 years of age and older. The MAIN Board of Directors will determine changes to the annual fee for this card. Revenue collected for these cards will be kept by the selling library.

E.) Open Borrowing

MAIN participates in the Open Borrowing Program with other library systems and consortia in New Jersey.

These patrons do not have access to the patron online request system. For a current list of systems and consortia that participate in the Open Borrowing Program, visit the Open Borrowing website.

F.) Temporary Card (As of 3/31/2019)

Individuals residing temporarily at a facility such as a hospital, rehabilitation center or shelter located within a MAIN member library’s service area, may be eligible for a temporary card.

Patrons with a temporary card are eligible for in person service, but may not themselves request materials through the patron online request system. Library staff may place holds on their behalf.

G.) College Student Card

Students who are enrolled at an institution of higher learning located within the MAIN service area, may be eligible for a College Student card.

Patrons with a student card are eligible for in person service, but may not request materials through the patron online request system.

H.) Interim Card (As of 3/31/2019)

Individuals eligible for a Full-Service Card at a MAIN member library may be issued an interim card to facilitate immediate loaning, one time only. Patrons shall be directed to their home library for the issuing of the proper Full-Service Card.

Individuals eligible for a Morris County Library Card are not eligible for an Interim Card.



Expired Library Cards

The default expiration date in the Integrated Library System (ILS) is three years, but some local libraries may choose to renew their own patrons for longer amounts of time at their discretion.

If a patron's library card has expired and:

- the patron is in good standing (no fines, fees or overdue items)
- the patron provides a current valid ID (driver's license) and their address is still the same
- the patron is visiting a library other than their home library

Then, the lending library may renew the card.

Updating Patron Information

If a patron requests a PIN, email address or phone number change, if they present their library card and a valid ID, any member library may make that change.

Patrons should be encouraged to change their own PIN via My Account when possible.

Patrons Moving Between Communities

If a patron moves to another MAIN community, the patron must apply for a library card at the new library. If the patron's previous library card is in good standing (no fines, fees or overdue items):

- the barcode of the new home library should be overlaid onto the user's current record;
- the patron's demographic information should be changed (as applicable);
- the patron's address, phone number and email address (as applicable) should be updated;

As a courtesy to the patron's previous home library, a printout of the patron's old library card information screen should be sent to that library, along with a note saying that the patron has moved and providing their new barcode.

The patron's old library card should be collected and either destroyed or sent back to their previous library.

The Morris County Library serves patrons moving to a community in Morris County that is not served by a MAIN local library (currently Netcong, Victory Gardens, Boonton Township or Mine Hill).



Patron Confidentiality

MAIN libraries operate in compliance with the New Jersey Confidentiality of Library Records Law (N.J.S.A. 18A:73-43.1).

LENDING POLICIES

Patron Checkout Limits

- Library patrons have a checkout limit of 100 items.
- Library patrons whose accounts have generated fines or fees greater than \$5.00 are blocked from borrowing additional items.
- There is a limit of 25 holds on a patron's account at any one time.

Overriding Owning Library Policies

No member library or staff person should override renewal limits or loan periods on materials that are owned by other member libraries. If a patron requests an exception, a library staff member may call the owning library and ask for one, but the owning library reserves the right to restrict the exceptions that they allow.

Reciprocal Borrowing

Member libraries may withhold select special collections from reciprocal borrowing (see Bylaws section IV.C). Examples of such special collections include museum passes, equipment and unique historical documents. Collections of ordinary books or audio-visual materials may not be withheld from reciprocal borrowing.

At the owning library's discretion, to accommodate local demand for new items, member libraries may make newly released items non-holdable or local holds only for up to two months after the First Availability Date of the item. Thereafter, at least one copy of each title must be made available to fill holds within the consortium.

If a library patron requests an item from another library that has exceeded the non-holdable time limit, the patron's home library may contact the owning library and request either that the item be modified to holdable, or that the owning library place a copy-level hold for the requesting patron.



Response Time for Loan Requests

Member libraries must generate a Pick List at least five days per week. If a member library cannot fill a request from the Pick List, they should check to see whether their library holds the only copy of the item. If they are the only holder and unable to fill the request, they should notify the requesting patron's home library.

Bulk Loan Requests

Occasionally, libraries may wish to request multiple copies of a book for a library book club. In order to distribute the load among multiple libraries, these bulk requests should be made at the copy level, not at the title level. The requesting library may choose to use one library card to place all holds, then check the copies out to individual patrons when the copies arrive in delivery.

Overdues

- A.) The maximum overdue fine is \$5.00 per item. Individual libraries may set a lower limit on their own materials, at their discretion.
- B.) A two-day grace period applies for all items with per-day fines under \$1.00. The grace period does not apply for items with fines of \$1.00/day or higher.
- C.) For all items, the overdue fine policy of the owning library prevails, regardless of the fine policy that is in effect at the library where an item is returned. The library where an overdue fine is collected keeps the fine money.



LOST, DAMAGED, CLAIMED RETURNED POLICIES

Lost or Damaged Items & Claimed Returned

All lost or damaged items, or items claimed returned, must be handled through the owning library. A MAIN damaged/missing form should be filled out and enclosed with the item upon return to the owning library. The form can be found in the MAIN Circulation Manual.

- Fees for lost items must be remanded to the owning library.
- Replacement copies may be accepted at the owning library's discretion only. Patron's home library should not accept a replacement copy in lieu of lost fees without checking with owning library first.
- The owning library is responsible for contacting the borrowing patron and sending a bill.
- If a patron recovers a lost item that has already been paid for, lost fees may be refunded at the discretion of the owning library.
- The fee for a lost item is set by the owning library at the time the item was added to the system (otherwise, the default price is used).
- If a bill for a lost item is not resolved, the owning library may opt to send the library patron who is responsible for the lost item to the owning library's collection agent.

If an item is returned damaged and it belongs to another library, do not discharge the item. It should stay on the patron's record.

If a patron claims to have returned an item, the patron's home library may contact the owning library to negotiate a solution. Only an owning library can mark its own materials claimed returned.



APPENDIX A: MEMBER LIBRARIES

Below is a list of MAIN members. For additional information about member libraries, their hours of operation, and contact information, please visit the MAIN staff website.

Bernards Township (BER)
Boonton (BO)
Butler (BU)
Chatham (CHA)
Chester (CHS)
Denville (DEN)
Dover (DOV)
East Hanover (EHN)
Florham Park (FLO)
Hackettstown (HAC)
Harding (HAR)
Jefferson (JEF)
Kinnelon (KIN)
Lincoln Park (LPK)
Long Hill Township (LHT)
Madison (MAD)
Mendham Borough (MNB)
Mendham Township (MNT)
Montville (MON)
Morris County Library (MCL)
Morris Plains (MP)
Morristown/Morris Township (MMT)
Mountain Lakes (MTL)
Mount Arlington (MTA)
Mount Olive (MTO)
Parsippany (PT)
Lake Hiawatha (LKH) Branch
Mount Tabor (MTT) Branch
Pequannock (PEQ)
Randolph (RAN)
Riverdale (RIV)
Rockaway Borough (RCB)
Rockaway Township (ROC)
Hibernia (HIB) Branch
Roxbury (ROX)
Washington Township (WAS)
Wharton (WHA)
Whippanong (WIP)