

Sea Girt Library Lending Policy

Books: Books are checked out for a period of 2 weeks and may be renewed up to two times as long as there are no holds on the items. Any item that has a hold may not be renewed.

Audiobooks: Audiobooks are checked out for a period of 2 weeks and may be renewed up to two times as long as there are no holds on the items. Any item that has a hold may not be renewed.

Magazines: Magazines are checked out for a period of 1 week and may be renewed up to two times as long as there are no holds on the items. Any item that has a hold may not be renewed.

Puzzles: Puzzles are checked out for a period of 2 weeks and may be renewed up to two times as long as there are no holds on the items. Any item that has a hold may not be renewed.

DVDs: DVDs are checked out for 48 hours and may be renewed if there are no holds on the item. DVD series are checked out for 1 week and may be renewed if there are no holds on the item. *DVDs may only be checked out on an adult borrower card.*

Computers: The Library has two laptop computers that are available for public use while at the library only. The computers must be used in a responsible manner, respecting the rights of others, and taking care with the use of the equipment.

New Jersey Statute 2C:34-4 prohibits you from accessing or displaying pornographic and/or obscene materials. You will forfeit your Internet privileges if you violate these terms of use. You may not use the Library's computers for any fraudulent or unlawful purpose. The Library cannot be responsible for the availability, timeliness, security or reliability of the Network. The Library cannot assume responsibility for the security of privacy of any of your online transactions.

Holds: Borrowers may place a hold on an item electronically by logging into the Library online catalog at seagirt.tlcdelivers.com and signing into their account with their library card and PIN number. The default PIN is the last four digits of the library card number.

- Holds may only be placed on items that are currently checked out. If an item is on the shelf, borrowers must call or email the library to have the book pulled and placed on the Hold shelf.
- Borrowers may also call or email the Library to have an item placed on Hold.
- Borrowers will receive an email and a phone call when items become available.
- Holds need to be picked up within one week or the item will be offered to the next borrower.

Library Cards: Any Sea Girt resident (full or part-time) may complete an application for a library card. Nonresidents may apply for a library card at a fee of \$12/year. 3- and 6-month season library cards are available for seasonal visitors.

Nonresidents who work or attend school in Sea Girt are eligible for a library card at no cost.

Overdue fines: The Library does not charge overdue fines, but borrowers who do not return items in a timely manner will have their borrowing privileges suspended until the items are returned.

Replacement fees: It is the borrower's responsibility to pay the replacement cost of items that are lost or damaged.

InterLibrary Loans: If you need a book, audiobook or DVD that is not in our collection and it has been more than 6 months since the item's release, we can search for and request to borrow that title from one of hundreds of libraries throughout NJ.

Please note that New Releases less than 6 months old cannot be requested through this service.

Requests may take as long as 2-3 weeks before the item is received.