

LENDING POLICY
Rabbi Richard B. Safran Library

The following policy was adopted by the Resource Center Committee in May of 2016:

WHO

All adult members in good standing of Congregation Achduth Vesholom, Congregation B'nai Jacob, and the Fort Wayne Jewish Federation may borrow materials from the library. Children of members are also welcome to borrow materials.

Non-members may obtain borrowing privileges by registering with the librarian and paying a one-time \$10 fee for a library card and login information.

All patrons desiring borrowing privileges will need to confirm or provide complete contact information, including an e-mail address, in order to check out materials.

WHAT

Adult patrons may borrow up to **five** items at one time for up to four weeks. At the librarian's discretion, items may be renewed, and additional items may be borrowed.

Students may have up to **three** items checked out at one time, and circulation will be for two weeks.

Patrons can check their account status at any time using their login information through our library catalog. Renewals and holds can be requested online as well.

REPLACEMENTS

Reminder and overdue notices will be sent by e-mail. **If, after three months, a book has still not been returned, a donation to the Temple's Library Fund in the amount of the replacement value of the material will be required to regain borrowing privileges.** This information will be provided in an e-mail notice by the librarian. If the material involved is irreplaceable or out-of-print, the librarian may provide an alternate title of similar content. Whenever possible, books will be replaced with new editions. Borrowing privileges will not be regained until notice of this donation is received.