

RPCN LIBRARY POLICIES:

Loan Periods and Renewals

Loan Period

The normal loan period for current RPCN members is two months. The loan period for Alan Weiss's books is one month. Only members are eligible to borrow books.

Renewals

Materials may be renewed for one additional month, provided that no one else has placed a reserve on that material. Materials can be renewed by contacting the RPCN Librarian:

- in person at a meeting,
- by telephone at (585) 482-1506,
- via fax at (585) 654-5235 or
- via e-mail to <mailto:rbalkin@balkininfo.com>

Please provide the librarian with the following information:

- your name,
- your daytime telephone number,
- your RPCN membership status, and
- the name and author of the book that you want to renew.

Renewals should be made on or before the due date.

Lost Books and Other Materials

Individual borrowers should notify the RPCN librarian immediately via the above contact information if RPCN materials are damaged, missing or lost. Individual borrowers are responsible for any charges incurred for lost or damaged materials.

Individual borrowers will be sent a bill for damaged or lost materials. The bill will include the replacement cost of the item and a *replacement* fee of \$5.00 *in addition to the cost of the book, with the option to replace it themselves*. If the member orders the replacement book and brings it to the librarian, there is no replacement fee.

If a lost item is later found by the borrower and returned to RPCN, the replacement cost of the item will *not* be refunded. Processing fees are *not* refunded. That is, if the borrower finds the book but has already paid for it, they own the book and may keep it. The RPCN Library replaces a missing book by ordering and paying for it. We will not refund the replacement cost or \$5 replacement fee.

Overdue Books and Other Materials

Borrowers assume the responsibility of keeping track of due dates and returning materials on time. If materials are out on loan longer than the due date and have not been renewed, they will be periodically recalled with an overdue notice. Overdue notices are sent as a courtesy to remind borrowers that items should be renewed or returned; failure to receive a notice does not absolve the borrower of the responsibility to renew or return items in a timely manner.

Borrowers will receive three (3) overdue notices:

- The first overdue notice will be sent two (2) weeks after the due date of the material.
- A second overdue notice, if necessary, will be sent four (4) weeks after the due date of the material.
- A third overdue notice, if necessary, will be sent six (6) weeks after the due date of the material.

If the material has not been returned after the Library has sent the borrower three (3) overdue notices, the borrower will be sent a bill for those materials. The bill includes the replacement cost of the item and a processing fee of \$5.00.

A borrower's privileges will be temporarily suspended until materials have been returned or replacement charges and processing fees are paid.