



Last Updated : 11/08/2009 (IEB / Library Manager)

## ABBASI SIJNY Library Policy

**IMPORTANT:** These policies which have been adopted by the IEB, govern standard library operations and **MUST BE FOLLOWED** by all those who wish to utilize the facility.

### OPERATING POLICY

- Library is open during the following hours:
  - Sunday – 11:00am to 3pm for Madressa teachers and Children.
  - Saturday (During Muharram and Ramadhan) - TBD
- Library may be open during special programs and notification will be sent to the community

### CIRCULATION POLICY

- All community members can receive a library card for free by filling out an application
- Lost and/or damaged cards can be replaced for \$2.00
- **1 Month** Loan Period for:
  - Books, Magazines, and Newspapers
- **2 Week** Loan Period for:
  - DVD, CD, and Videos
- Books can be renewed **once** if brought on time
- Reference books / materials will not be available for loan

### OVERDUE MATERIALS

- There will be a charge of **\$1.00 per week – NO EXCEPTIONS**
- Borrowing privileges may be suspended for those who are consistently late (2 or more times)

### LOST / DAMAGED MATERIALS

- Any materials lost or damaged beyond repair must be paid for at replacement cost. If no cover price is available, the Library will estimate the value.
- Patrons with outstanding debts on lost or damaged books will have borrowing privileges suspended until the debt is paid

### DONATION POLICY

- Donated items and/or materials for library use must be approved by the Library or they will not be accepted

Questions or comments? Please contact Sr. Shenaz Nasser @ 732-381-1774 or [snasser@comcast.net](mailto:snasser@comcast.net)