

Policies and Procedures of The Jewish Library of Baltimore

Revised as of August 2026

In an effort to protect our library's environment and materials, to maintain our collection, and to allow all patrons to enjoy our books, we have adopted the following policies and procedures:

Rules of Conduct

We want our library to be a peaceful, safe, and welcoming place for all.

- Note that children under age 12 must be accompanied by an adult (age 18+) and cannot be left unattended or unsupervised at any time. If a child is under 3, they must be within arm's length of the adult they came with.
- Food and drink should not be brought into the library by patrons unless they are participating in a JLB program where an exception is made.
- Children may not run, climb on the furniture, or otherwise engage in any behavior that may result in injury to themselves or to library property and materials.
- We ask that patrons of all ages be considerate of others and keep noise to a minimum. Please use headphones when listening to any audio and make sure that the sound coming from them is not audible to others.

Loan Policies

- You are responsible for keeping library materials in good condition, both inside of the library and once you borrow them.
- Only patrons ages 18 and above may register for a library account with the exception of children signed up through one of our partnership schools or other children ages 12+ whose parents have signed a release.
- There is a borrowing limit of 25 items at a time per household. No more than 5 can be graphic novels. There is also a limit of 2 books from the same series or by the same author at a time. Most items circulate for 3 weeks. We will tell you if there is an exception for any materials you are checking out.
- There are no renewals on board books, picture books, easy readers, or graphic novels. Other items may be renewed for another 3 weeks if there are no holds by other patrons, although there will be many books that are not renewable during the summer months.

- Although it is a patron's responsibility to keep track of the due dates for materials, as a courtesy, we will email you once materials are overdue. It is your responsibility upon checkout to confirm that we have your correct contact information, so this correspondence always reaches you.
- We do not charge for overdue materials but ask that you return your books in a timely manner, so that we can make our collection accessible to as many patrons as possible. We welcome you to return books as you finish with them.
- Returns should be made to the circulation desk during the hours that the library is open or to the drop box outside the library during the hours that the building is open.
- Items placed on hold will be kept behind the circulation desk for 10 days after we contact you to pick them up.

Replacement Policies for Lost or Damaged Materials

- It is the patron's responsibility to inspect materials at the time of checkout and point out any existing damage to the library staff.
- Once materials are checked out to a patron, it is that patron's responsibility to maintain their condition or fines may be assessed.
- There are fees for both damaged and lost materials. Costs vary by item and may include processing costs in addition to replacement fees.
- Items 2 months overdue are automatically assumed to have been lost and your account will be assessed a replacement charge.
- Note: If you have outstanding fines and overdue on your account, you will be denied use of library services, including the borrowing of additional materials.
- If you find and return a lost item to us in good condition after paying a replacement fee, you will receive a credit on your library account.

We look forward to serving you with your reading needs!