

Apalachin Library

Circulation Policy

I. Patron Eligibility

- A. Residents of the community are eligible to receive a library card at no cost. We do not have patrons fill out a paper application. We use the online application of the Polaris System. Cardholders are responsible for all use made of their library cards within the system. An adult card is issued to anyone 18 years old or older.
- B. Each patron may only have one card that can be used at any library in the five counties of the Finger Lakes Library System.
- C. Cardholders are required to notify the library of a change of address or loss of the card. Cards will expire automatically every 2 years. We will update cards when a person come in or over the phone.
- D. Children are eligible for a library card at age 5. A parent or legal guardian's name must be in the parent or guardian registration field. A card may be changed to YA status when a child becomes 12 years old.
- E. Parents are responsible for their minor children's use of library materials, including payment of any fees or charges incurred by their children.
- F. There is no charge for issuing or replacing a library card.
- G. The Library may deny borrowing privileges to cardholders:
 - 1. For not presenting their card or identification
 - 2. With a significant number of overdue materials not yet returned
 - 3. With fines or bills of \$5.00 or more.
- H. DVDs and electronic games must checked out by an adult. Children may not borrow these items. There must be an adult with a child to take these items out for them.

II. Loan Period

- A. Adult and children's books circulate for 21 days.
- B. DVDs and electronic games circulate for 7 days. There is a limit of 5 per card.
- C. Patrons may borrow 50 items per card. The Library may limit the number of popular or seasonal materials to be checked out, as warranted.
- D. Reference materials do not circulate.
- E. Current issues of newspapers or magazines do not circulate.

III. Renewals

- A. All books, except those on reserve, may be renewed once.
- B. Materials borrowed through interlibrary loan from the Finger Lakes Library System may be renewed with the prior approval from the lending library. Also, out of system

materials may not be renewed without the prior permissions of the Interlibrary Loan Department at FLLS, which library staff must obtain for the patron.

IV. Reserves

- A. Circulating materials may be placed on reserve for cardholders in good standing.
- B. Items will be held for 9 days after notification. Reserve items from libraries come with a "held until" date which is printed on the check in receipt.
- C. There is no charge to place an item on reserve

V. Overdue Materials and Fines

- A. The fine for all books is \$.10 per day per item with a limit of \$5.00 (per item) or the price of the item, whichever is less.
- B. The fine for overdue DVDs or electronic games is \$1.00 per day not to exceed \$5.00.
- C. Fine for out of system ILLs is \$1.00 per day.
- D. Borrowing privileges are suspended for all cardholders with charges or fines in excess or \$5.00.

VI. Lost and Damaged Materials

The first overdue notice goes out by phone, fax or print when the item is 10 days overdue. A second overdue notice goes out by phone, fax or print when the item is 30 days overdue. A bill is generated when an item is 60 days overdue. The bill comes to the library and we mail it.

- A. A charge shall be made for all lost or damaged materials.
- B. The replacement cost of the lost or damaged item is determined by the present market replacement value. There is an additional \$5.00 processing fee.
- C. The replacement cost of a magazine is the current issue price.
- D. The Borrower may keep the damaged item after it has been paid for.
- E. The Library reserves the right to take measures up to and including legal action to recover materials not returned.
- F. The Library will not return funds for materials found after the patron has paid for the item.

VII. Interlibrary Loan Policies

- A. The Library staff will request items from other libraries within the Finger Lakes Library System. Patrons may also request items from their own computers using the FLLS website.
- B. The Library staff will request books (only) that are not new from outside the FLLS using the Worldcat database available through the FLLS catalog. Patrons may also place holds using their own computers using this database.
- C. Patrons must have a current valid library card to request materials from either the Finger Lakes Library System or through Worldcat.
- D. The loan period for items obtained from the Finger Lakes Library System is determined by the lending library or FLLS. Items must be returned to the Apalachin Library by the day before the Library's delivery pick-up to FLLS.
- E. Interlibrary loan materials may be renewed depending on the loan policies of the lending library. An automatic renewal system is in place and most materials that have renewals will be renewed. Out of System loans may not be renewed without approval from the FLLS interlibrary loan dept. This request must be made by the Library staff.

VIII. Confidentiality of records

- A. The Library's circulation records and any other records which identify and relate the name of the library user with specific materials or reference information are confidential. General public access to such circulation, registration, or reference information invades the privacy of the individual.
 - 1. Such records will not be released to any agency of the state, federal or local government or used for non-library purposes except pursuant to a subpoena from a court of law or other valid process or order which specifically identifies the information required and the purpose for the request.
 - 2. All new employees and volunteers must be informed of this policy at the time they begin employment or service with the Library.
- B. Procedures for Implementing the Policy on Confidentiality
 - 1. The Library staff member receiving the request to examine or obtain information relating to the circulation, registration records, or reference information will immediately notify the Library Director who will explain the Policy on Confidentiality of Records.
 - 2. The Library Director will immediately inform the officers of the Board of Trustees of the request.
 - 3. An officer of the Board of Trustees, upon receipt of such process, order, or subpoena, will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for it assurance.
 - 4. If the process, order, or subpoena is not in proper form or if good cause has not been show, such defects must be cured.
 - 5. Any problem relating to the privacy of circulation, registration, or reference information records which are not provided for above shall be referred to the Library Director and an officer of the Board of Trustees.
 - 6. Any threats or unauthorized demands i.e., those not supported by a process, order, or subpoena, concerning circulation, registration, or reference information records shall be reported to the legal counsel of the Library.

X. Appendix A- New York State Civil Practice Laws and Rules 4509 Library Records
Adopted April 19, 1999; revised November 19, 2001; Revised September 21, 2009, Updated and revised
January 28, 2014.