

APALACHIN LIBRARY ASSOCIATION

CIRCULATION POLICY 2020

1. Patron Library Cards

A. Residents of the Town of Owego with the zip code of 13732 and address of Apalachin, NY are considered to be resident borrowers. Anyone living outside this area with another zip code and Town location are non-resident borrowers. Each patron may only have one card which can be used at any library in the five counties of the Finger Lakes Library System.

B. Adults (18 years and older) will be issued an adult card. Children are eligible for a library card beginning at age 5. Status of a card may be changed to YA status when a child becomes 12 years old. A child or YA card must have a parent or guardian in the parent or guardian field. This parent or guardian assumes responsibility for materials checked out by the minor patron and may incur fees associated with the minor patron's card. An adult 60 years old or older is a Senior Citizen.

C. We do not use paper applications. Instead, we use the online application of the Polaris System. Cardholders are responsible for all uses made of their library card within the system.

D. Cardholders are responsible to notify the library of any change of information including address, phone number or email address. Every card will expire every two years and the cardholder is notified update of this information. Cards may be renewed in person, via email or over the phone.

E. There is no charge for issuing or replacing a library card.

F. Patrons must bring in a card to do transactions at the library.

G. The library may deny borrowing privileges to cardholders:

1. For not presenting their card or identification
2. With more than 3 overdue items already out
3. With fines from other libraries or replacement fees other charges of over \$5.00.

2. Loan of materials

A. All books circulate for 21 days.

B. DVDs and electronic games circulate for 7 days. There is limit of 5 per card. Only an adult may check out DVDs or games.

C. Patrons may borrow 50 items per card. The Library may limit the number of popular or seasonal materials.

D. Reference materials do not circulate.

E. Current issues of newspapers or magazines do not circulate.

3. Renewals

A. All books, except those on reserve, may be renewed once.

B. Materials borrowed from other libraries in the FLLS may be renewed with permission from the lending library. Out of System materials may NOT be renewed WITHOUT the prior permission of the Interlibrary Loan Department at FLLS, which library staff must request three days before any item is due.

4. 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 other FLLS libraries come with a "held until" date which is printed on the check in receipt. Library staff are obligated to return any items not picked up their held by date.

C. There is no charge to place an item on reserve.

5. Overdue Materials and Fines

A. Apalachin Library Association does not charge fines on overdue materials. Some FLLS libraries do and some do not. We are obligated to collect fines for the libraries that do charge fines.

B. The fine for an out of system overdue item is \$1.00 per day. These fines must be collected.

C. Borrowing privileges are suspended for all cardholders with charges or fines over \$5.00 or with 3 or more overdue items at one time.

6. Lost and Damaged Materials

The first overdue notice goes out by phone, email or print when the item is 10 days overdue.

The second overdue notice goes out by phone, email 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 value.

C. The replacement cost of a magazine is the current issue price.

D. The borrower may keep the damaged item after is 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 or refund money for materials found after the patron has paid for them.

G. The library director makes the determination of whether or not a patron may purchase an item instead of paying cash for the item. The library will not automatically accept something that the patron has ordered to replace their lost item.

7. Interlibrary Loans

A. Patrons must have a current valid library card to request materials from either the Finger Lakes Library System or Worldcat.

B. 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.

C. The library staff will request books only that are not new from outside the FLLS website using the Worldcat database available through the FLLS catalog. Patrons may also place hold using their own computers using this database.

D. The loan period for any item obtained through the FLLS 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 department. This request must be made by library staff 3 days before an item is due.

8. 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, regulation, or reference information invades the privacy of the individual.

1. Such records will not be released to any agency of the state, local, or federal 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 of Confidentiality of Records.

2. The Library Director will immediately inform the officers of the Board of Trustees.

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 shown, 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 Practices Laws and Rules 4509 Library Records.

Original policy adopted April 19, 1999

Revised and adopted November 19, 2001

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