

CIRCULATION AND USE POLICIES

All staff members, temporaries, and volunteers who are trained and authorized to interact with library patrons should be familiar with the following policies. They are to be applied fairly but may be overridden for sufficient reason at the discretion of the library director.

Borrowing Privileges

During scheduled open hours, library materials may be used in the library by anyone, but only registered cardholders may borrow materials for use outside the library. Patrons may become cardholders by application at the desk and filling out a library card membership form. Patrons should sign the back of a new library card and librarian will enter the information into Polaris. A parent or guardian must sign for any child not yet in the seventh grade.

Circulation

Reference materials and current periodicals may not be borrowed. All materials except DVDs are available for a two-week loan period. Renewals will be granted if requested either in person or by phone or via the SALS online catalog, unless there is a waiting list or the item must be returned to another lender library.

Up to three New & Popular items of each category may be borrowed at one time.

Patrons may borrow up to three DVDs per cardholder per day and may retain them until the due date stamped on the case, which will be five (5) operating days. DVD loans will be renewed unless the title is in great demand. Overdue DVDs are subject to a \$1.00 fine per day; an accumulation of \$10.00 in unpaid fines will result in suspension of all borrowing privileges. Individual DVD's fines will be capped at \$5.00 per item.

Loaned Library equipment will be checked out for a period of three days. All cables and accessories will be noted by staff and must be returned with equipment.

Within two (2) weeks of materials becoming past due, staff will request their return in person, by phone. When materials are thirty (30) days past due, written notice must be sent. Library materials not returned within thirty (30) days after written notice is sent will be considered lost. (See Lost or Damaged Materials)

Holds Pickup Authorization

A patron who wishes another person to pick up items at the library must sign a Holds Pickup Authorization Form.

Interlibrary Loans

Although patrons are to be encouraged to use the computer to submit requests for interlibrary loans via the SALS online catalog, the staff is responsible for helping them or, if necessary, doing it for them.

When interlibrary loan deliveries are made, staff will sort them for restocking returned items and notifying patrons, by phone, that requested loan items have arrived. If material is not picked up, it will be returned to the owning library via the next delivery day, weekly, every Monday, Wednesday and Friday.

When patrons check out interlibrary loan materials, they are to be reminded of the importance of returning the materials on time. Failure to do so may result in suspension of library privileges.

Lost or Damaged materials

Patrons will be expected to reimburse the library for lost or damaged materials. Charges are based on replacement cost plus a processing charge.

Failure to pay for lost or damaged items, or to return materials after reminders are issued, will result in suspension of library privileges until the situation is resolved.

Telephone Use

Except for emergencies, patrons' use of the telephone will be limited to local calls (exchanges 624, 582, and 352).

Confidentiality of Library Records

In conformance with Article 45, paragraph 4509 of the Civil Practice Law and Rules of the State of New York, library records related to the circulation of library materials which contain names or other personally identifying details regarding the users of this library, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Exhibits and Special Programs

Exhibits or presentations will be welcomed for consideration by the Board if they contribute to the overall objectives of the Library. No commercial message may be attached beyond the name, address, and phone number of the contributor, and no price for products or services may be displayed or mentioned. Fees, if any, must be set by the Library Board of Trustees.

The library cannot provide extraordinary protective custody or assure patron care in handling, and will not assume responsibility for lost or damaged exhibits.

Adopted November 27, 2012

Holds Pickup Authorization Form Adopted February 19, 2019