

OPERATIONS
Circulation and Use of Library Materials

- STATEMENT: As affirmed by the Board of Trustees adopting the ALA Statement on Intellectual Freedom, all materials are available to all patrons of the library.
- PURPOSE: The purpose of this policy is to provide guidelines for circulating library materials to provide maximum and equitable access for all patrons, while ensuring good stewardship of public resources.
- POLICY:

Library Cards

1. Library cards may be issued to anyone age 5 and up.
2. Applications for patrons age 17 and under require a parent/guardian signature to accept responsibility for borrowed materials.
3. Legal identification must be presented by all individuals age 18 and older when applying for a card.
4. Patrons must use their own card, with two exceptions: Children under age of 5 may use their guardian's card; and patrons may designate another patron for circulation use of their card. This may be done, on the owning patron's library account, at the Circulation Desk.
5. Lost or damaged cards may be replaced at a cost of \$1.00, only when there are no current loans or fines attached to it.
6. In the event of address changes or lost cards, the library should be notified immediately.

Circulation

1. Materials circulate for the following time periods:
3 weeks – Books, magazines, audio books, and interlibrary loans (ILL) of these materials
1 week – Videos, DVD, video games and ILL's of these materials
2. There is no maximum limit to the number of books a patron may check out.
3. In order to maximize access, video loans will be limited to 5 DVDs per library card, 1 of which can be a new DVD.

Returns

1. All materials should be returned to the circulation desk when the library is open.
2. The Book Drop is provided as a convenience for patrons to return books when the library is closed. *If the Library is open, materials should be returned inside. RJCL is not responsible for items left in the drop box.*
3. Materials left in the Book Drop when the library is closed will be back-dated one business day. Overdue fines, if any, will be posted to the patron's account.
4. The library does accept return of materials checked out directly from other Pioneer Library System Libraries. Any fines owed to the lending library may be paid here, or the lending library will retain a fine record.

Holds

1. If an item is not available, staff will add names to a hold list. Patrons may opt to add their own names to the hold list via the online catalog.
2. When the item becomes available, patrons will be notified in their order on the list.
3. Materials being held must be picked up within 1 week after notification of availability.
4. Those no longer needing the item should notify the library to be removed from the list.

Renewals

1. Most library materials may be renewed unless there is a hold on the item or a patron has reached the allowable number of renewals.
2. Items eligible for auto-renewal, as of November 1, 2019, will be auto-renewed.
3. Interlibrary loans may be renewed with approval of owning library.

Interlibrary Loan

1. If the library does not own materials you request, we will borrow from another library on Interlibrary Loan (ILL).
2. The requested material may be available within a few days, or several weeks, depending on the source location, number of copies and length of hold list.
3. While Pioneer Library System absorbs the cost of borrowing most materials, some charges may apply when a particular loan goes over the policy limits.
4. ILLs may be renewed with permission of owning library.
5. All ILLs obtained through this library may be returned to any library in Pioneer Library System.

Fines for Overdue, Lost or Damaged Materials

1. Fines for overdue items are \$.20/day for everything except videos and DVDs, which are \$1/day.
2. There is a one-day grace period for all items, during which no fine will be charged.
3. The maximum fine per item is \$5.00.
4. When fines total \$5.00, the borrower's privileges are suspended until fines are paid.
5. When a library item is overdue by 90 days or longer, the item will be considered lost and the library will automatically require payment in full by the patron who borrowed the item. There is a 30-day period for a patron to receive their money back if an item they have paid for is found and is still in good condition. After 30 days, the patron may keep the item if it becomes found, but the money paid will not be refunded.
6. Should a library item be returned damaged (water damage, dog damage, food & drink damage, etc.), the Library Director will assess the damage to see if the item can remain in the collection. If the damaged item cannot be returned to the collection, the library will automatically require payment in full by the patron who borrowed the item.
7. Fees for lost/damaged materials reflect purchase costs as well as a processing fee.
8. Patrons with materials that are unreturned for a period exceeding 90 days with a total value of \$100 or more will be subject to legal action at the discretion of the Library Director. Patrons will be notified in writing by the Library Director before legal action is taken.
8. Fine Amnesty
 - A) Books on Wheels: Those patrons receiving books from the Books on Wheels program shall be exempt from incurring fines on materials as they are dependent upon the availability of staff to pick up items for discharge.
 - B) Amnesty Programs or events, such as Fine Free Fridays, may be offered at the discretion of the Library Director.
 - C) Accidental: At the discretion of the director, patrons may be forgiven fines and material replacement costs if the materials are lost due to fire, theft or other unintended accidental causes.

Other Services

1. Copies - \$.10/page for b/w; \$.25 for color
2. Printouts - \$.10/page
3. FAX – \$1.00/page.

Confidentiality

Records of materials borrowed are confidential, and are not available to anyone outside of the library staff. Pursuant to New York Consolidated Laws, Civil Practice Law and Rules §4509, records related to the circulation of library materials which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state shall be confidential, and shall not be disclosed except to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute. *Refer to the Library Policy on Confidentiality.*